Montana Comprehensive Assessment System

Test Information and Distribution Engine

User Guide

2016–2017

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Table of Contents

Table of Figures

Table of Tables

Introduction to This User Guide

This section describes the contents of this user guide.

Organization of This User Guide

This guide contains the following sections:

- Section I, Overview of the Test Information Distribution Engine, includes a description of Test Information and Distribution Engine (TIDE) features, system requirements information, and provides an overview of user roles and permissions.
- Section II, Accessing TIDE, describes how to activate your account for TIDE (and other AIR systems you are authorized to access), how to log in, log out, and change your account information.
- Section III, Understanding the TIDE User Interface, describes the main approach for the TIDE interface, navigation within the system, main user interface elements, and global features available throughout the system.
- Section IV, Preparing for Testing, describes the activities you can perform in preparation for testing, including registering users and students, associating test settings and tools for students, and uploading rosters (classes).
- Section V, Administering Tests, describes the activities you can perform while testing is underway, including printing test tickets for students, requesting test invalidations (if necessary), and monitoring test progress.
- Section VI, After Testing, describes the activities you can perform post-testing, including assigning non-participation codes.

Document Conventions

Table 1 describes the conventions appearing in this user guide.

Table 1. Document Conventions

Icon	Description
	Warning: This symbol accompanies information regarding actions that may cause loss of data.
	Caution: This symbol accompanies information regarding actions that may result in incorrect data.
	Note: This symbol accompanies helpful information or reminders.
bold italic	Boldface italic indicates a page name.
bold	Boldface indicates an item you click or a drop-down list selection.
`mono`	Monospace indicates a file name or text you enter from the keyboard.
italic	Italic indicates a field name.

Intended Audience

This user guide is intended for state-, district-, and school-level test administrators and coordinators who manage the assessment effort. You should be familiar with the concepts of test eligibility, test settings, accommodations, and general management of user accounts for an enterprise-wide system.

To use TIDE, you need to be familiar with using a web browser to retrieve data and with filling out web forms. If you want to use the file upload and download features, you also need to be familiar with using a spreadsheet application and working with comma-separated value (CSV) files.

Section I. Overview of the Test Information Distribution Engine

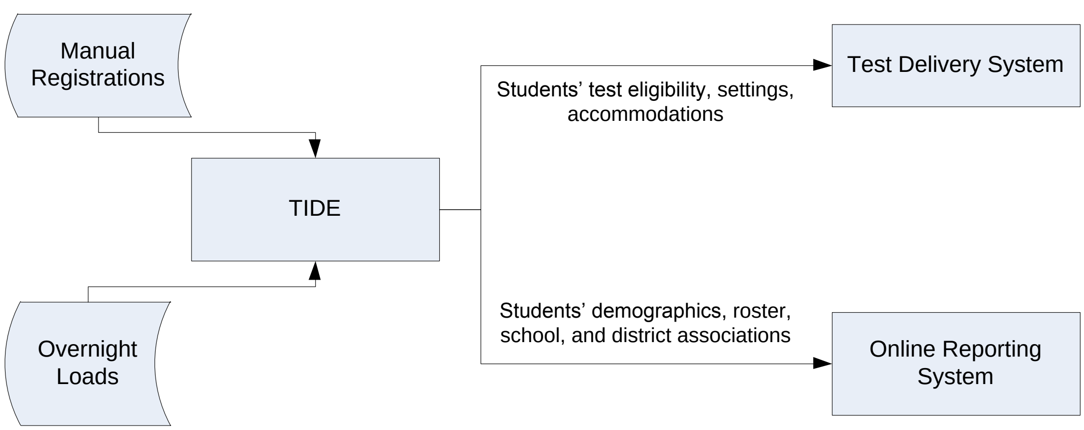
This section provides a description of the Test Information Distribution Engine (TIDE) system, system requirements for TIDE, and an overview of user roles and permissions.

Description of TIDE

AIR's TIDE system supports state, district, and test coordinators throughout the testing process, from test preparation, to test administration, to post-administration. TIDE includes features to manage user and student information, order testing materials, track orders, monitor test progress, and execute administrative functions such as test resets or reopens.

Figure 1 illustrates TIDE's operational functions and their place in the assessment process. At its core, TIDE contains a list of students enrolled in your schools. TIDE receives the vast majority of this student information from uploads from external systems, although TIDE has features for adding students manually. TIDE then distributes this information to the appropriate system. TIDE sends to the Test Delivery System (TDS) students' eligibilities, settings, and accommodations; this enables TDS to deliver the appropriate test to any given student in the required format. TIDE sends to the Online Reporting System (ORS) students' institutional associations; this enables ORS to aggregate scores at the classroom, school, district, and state levels.

Figure 1. TIDE's Position in the Assessment Process



Understanding User Roles and Permissions

Each user in TIDE has a role, such as a district-level user or a test administrator-level user. Each role has an associated list of permissions to access certain features within TIDE.

Table 2 indicates which users can access specific features and tasks within each AIR system. The corresponding user guide for each system contains complete information about each feature.

Table 2. Overview of User Roles and Permissions

Task or Site	DA*	DC*	SC*	TE*	TA*
Access to Test Information Distribution Engine (TIDE) Features and Tasks					
Managing Student Information					
Viewing and Editing Students**	✓	✓	✓	✓	✓
Printing Students' Test Settings	✓	✓	✓	✓	✓
Managing Student Test Settings and Tools					
Viewing and Editing Test Settings and Tools**	✓	✓	✓	✓	✓
Uploading Test Settings and Tools	✓	✓	✓	✓	
Managing TIDE Users					
Adding User Accounts	✓	✓	✓		
Viewing and Editing User Details	✓	✓	✓		
Adding, Editing, or Deleting Users through File Uploads	✓	✓	✓		
Managing Rosters					
Adding a New Roster	✓	✓	✓	✓	
Modifying an Existing Roster	✓	✓	✓	✓	
Creating Rosters Through File Uploads	✓	✓	✓	✓	
Printing Test Tickets					
Printing Test Tickets from Student List	✓	✓	✓	✓	✓
Printing Test Tickets from Roster List	✓	✓	✓	✓	✓
Managing Test Impropriety Requests					
Creating Test Impropriety Requests	✓	✓	✓		
Approving Test Impropriety Requests	✓	✓	✓		
Creating Test Impropriety Requests Through File Uploads	✓	✓	✓		
Test Progress Management					
Plan and Manage Testing	✓	✓	✓	✓	✓
Reviewing Test Completion Rates	✓	✓	✓	✓	
Reviewing Test Status Code Reports	✓	✓	✓	✓	
Documenting Non-Participation with Special Codes					
Viewing and Editing a Student's Special Codes**	✓	✓	✓	✓	✓

Task or Site	DA*	DC*	SC*	TE*	TA*
Global Features					
Downloading and Installing Voice Packs	✓	✓	✓	✓	✓
Access to Test Administration (TA) Sites					
TA Interface Practice and Training Site	✓	✓	✓	✓	✓
Student Interface Practice and Training Site	✓	✓	✓	✓	✓
TA Interface	✓	✓	✓	✓	✓
TA Certification Site	✓	✓	✓	✓	✓
Access to Online Reporting System (ORS) Features and Tasks					
Score Reports					
School Listing	✓	✓	✓	✓	
Teacher Listing	✓	✓	✓	✓	
Roster Listing	✓	✓	✓	✓	
Student Listing	✓	✓	✓	✓	
Individual Student Score Report	✓	✓	✓	✓	
Test Management Center					
Summary Statistics	✓	✓	✓	✓	
Retrieve Student Results	✓	✓	✓	✓	
Plan and Manage Testing	✓	✓	✓	✓	✓
Test Completion Rates	✓	✓	✓	✓	✓
Manage Rosters	✓	✓	✓	✓	
Search Students	✓	✓	✓	✓	
Access to Teacher Hand Scoring System (THSS) Features and Tasks					
Scorer	✓	✓	✓	✓	✓
Score Manager	✓	✓	✓		

*DA—District Administrator; DC—District Test Coordinator; SC—School Test Coordinator; TE—Teacher, TA—Test Administrator

**Some roles have view-only access to this feature.

Section II. Accessing TIDE

This section explains how to activate your TIDE account, log in to TIDE, reset a forgotten password, change account information, and log out.

Activating Your TIDE Account

Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains the following information:

- A link for logging in to TIDE. This link expires 30 days after the email was sent. If you don't activate your account within 30 days, you need to reset your password as described in Resetting Your Password.

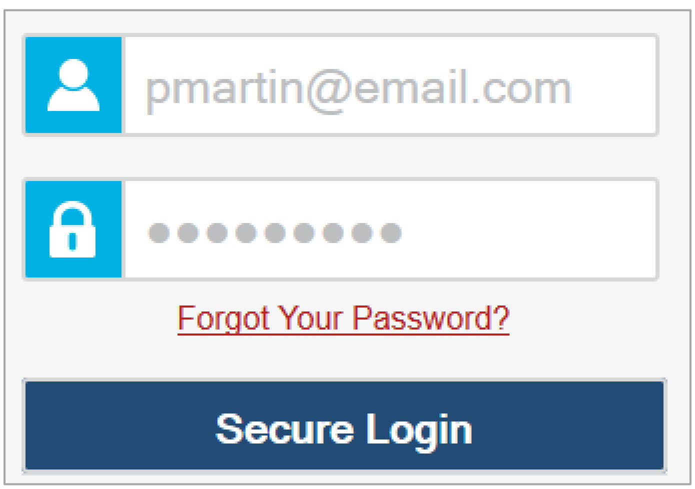
- Your temporary password.

If you do not receive an activation email, check your spam folder. Emails are sent from Smarter-DoNotReply@airast.org, so you may need to add this address to your contact list.

To activate your account:

1. Click the link in the activation email. The ***Login*** page appears (see Figure 2).

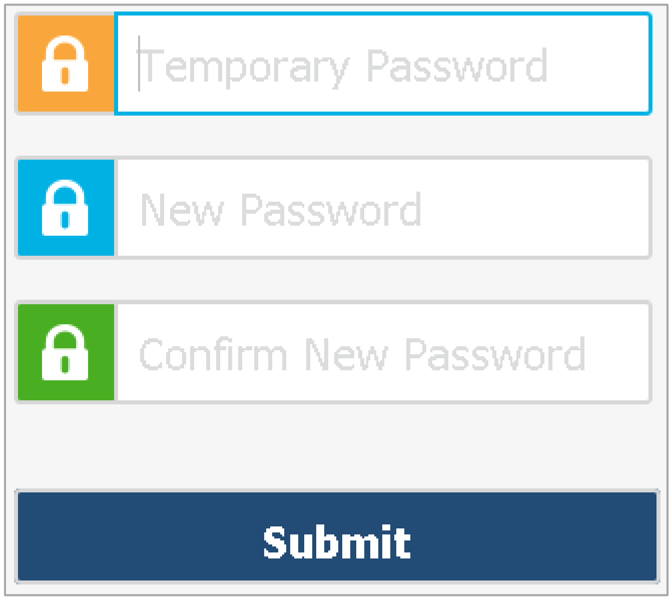
Figure 2. Fields in the Login page



2. Enter your email address and temporary password.

3. Click **Secure Login**. The ***Reset Password*** page appears (see Figure 3).

Figure 3. Fields in the Reset Password Page

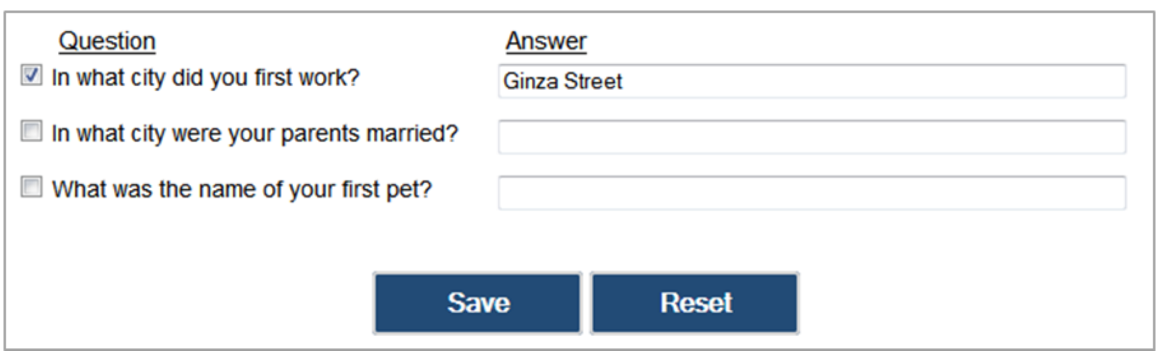


4. In the *Temporary Password* field, enter the password you received in the activation email.

5. In the other password fields, enter a new password. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !.

6. Click **Submit**. The ***Select a Security Question*** page appears (see Figure 4).

Figure 4. Fields in the Select a Security Question Page



7. Mark the checkbox next to a question, and enter an answer.

8. Click **Save**. The MontCAS portal page appears.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card (see Figure 6) in the portal page.

Logging in to TIDE

To log in to TIDE:

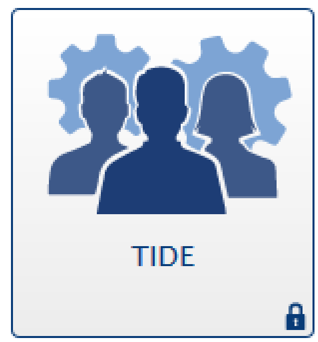
1. Open your web browser and navigate to your portal.
2. Click the **System Administrators** or **Test Administrators** card (see Figure 5).

Figure 5. User Role Cards

3. Click the **TIDE** card. The ***Login*** page appears.
4. Enter your email address and password.
5. Click **Secure Login**. The TIDE dashboard appears (see Figure 8).

Depending on your user role, TIDE may prompt you to select a role, client, state, district, or school to complete the login.

Figure 6. TIDE Card



Caution: Loss of Data: Working with TIDE in more than one browser tab or window may result in changes in one tab overwriting changes made in another tab. Do not have more than one TIDE browser tab or window open at one time.

Resetting Your Password

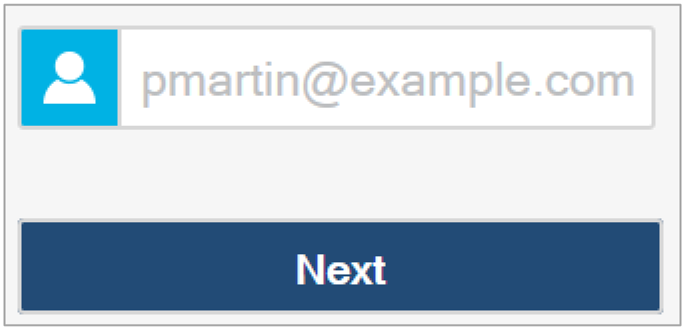
You need to reset your password in any of the following situations:

- You forgot your password.
- You didn’t activate your account within 30 days of receiving the activation email.
- The TIDE administrator locked your account.

To reset your password:

1. Display the ***Login*** page by following steps 1–3 in the section Logging in to TIDE.
2. If you did not yet activate your account, do the following (otherwise go to step 3):
   a. In the ***Login*** page, enter your email address and the temporary password. A password expiration page appears.
   b. Enter your TIDE email address, and click **OK**. TIDE sends you an activation email with a new temporary password.
   c. Go to step 6.
3. In the ***Login*** page (see Figure 2), click **Forgot Your Password?**. The ***Password Reset*** page appears (see Figure 7).

Figure 7. Fields in the Password Reset Page



4. Enter your TIDE email address, and click **Next**. Your security question appears.
5. Enter the response to the security question, and click **OK**. TIDE sends you an activation email with a new temporary password.
6. Return to the login page, enter your username and the temporary password from step 5, and click **Secure Login**. The ***Reset Password*** page appears (see Figure 3).
7. In the *Old Password* field, enter the temporary password from step 5.
8. In the other password fields, enter a new password. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !. Your password cannot be the same as your current or previous password.
9. Click **Submit**. TIDE resets your password. The ***Select a Security Question*** page appears.
10. Review and modify your answers to the security question as necessary, and click **Save**.

The TIDE home page appears.

Logging out of TIDE

To log out of TIDE:

- In the TIDE banner (see Figure 10), click **Logout**.

Warning: Logging out of TIDE logs you out of all MontCAS systems.

For example, if you log out of TIDE while administering a test using the TA Interface, your test session will stop and all students in the session will be logged out of their tests. You cannot resume the session. You will have to create a new session, and your students will have to log in to the new session to resume testing.

Section III. Understanding the TIDE User Interface

This section includes a description of the organization of TIDE's user interface, a description of the TIDE dashboard, instructions for navigating within TIDE, an overview of basic elements in the user interface, and information about global features.

Organization of the TIDE User Interface

The TIDE user interface is designed to reflect the stages of the testing process as directly and simply as possible. The tasks available in TIDE are organized into three categories based on when each task should be performed in the testing process:

- **Preparing for Testing**: Tasks in this category could be performed before testing begins. This category includes tasks for managing records for users, students, test settings, and rosters. For more information about this category, see the section Preparing for Testing.

- **Administering Tests**: Tasks in this category could be performed while testing is underway. This category includes tasks for printing test tickets, requesting test improprieties, and monitoring testing progress. For more information about this category, see the section Administering Tests.

Note: The state decides which features are turned on at what time. Depending on what the state has decided, it is possible that managing users and students are allowed while testing is in progress.

- **After Testing**: Tasks in this category could be performed when the testing process is finished. This category includes assigning non-participation codes. For more information about this category, see the section After Testing.

The TIDE user interface utilizes a consistent design that allows users to follow a similar workflow for various tasks. For example, the basic process of retrieving, modifying, exporting, and uploading records in the Preparing for Testing category is the same from one record type to another.

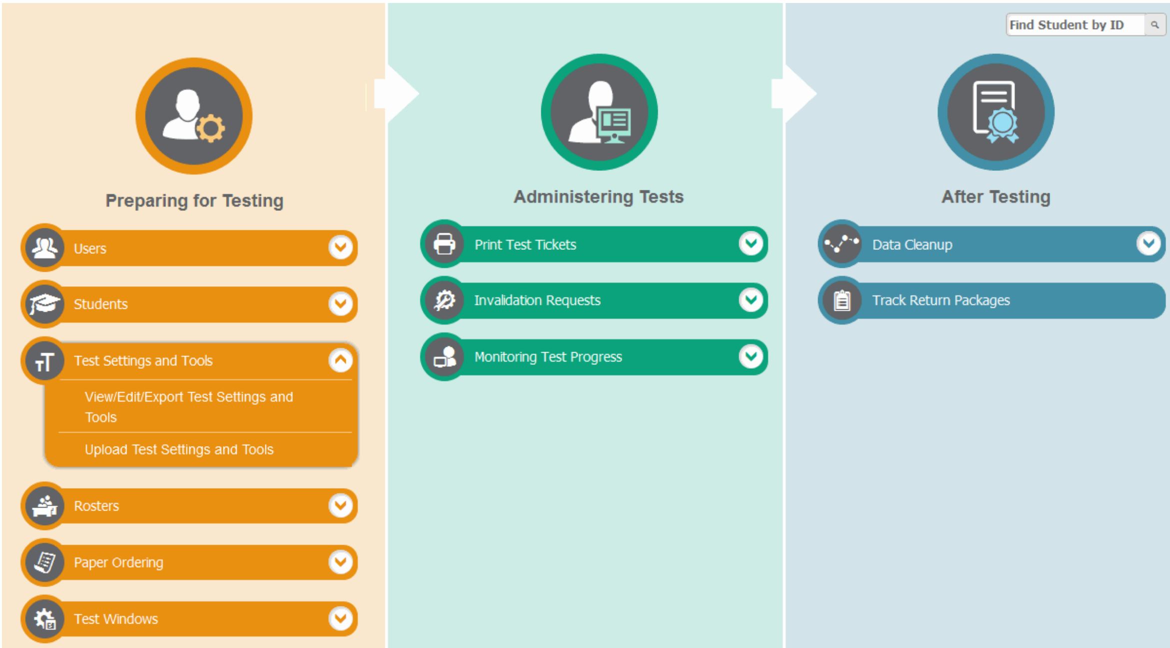
About the TIDE Dashboard

The TIDE dashboard appears when you first log in to TIDE (see Figure 8). Every task you can perform in TIDE is available on this page.

The dashboard displays a section for each of the three task categories in TIDE (Preparing for Testing, Administering Tests, and After Testing). Each section lists menus for the tasks available in that category.

Note: The task menus displayed on the TIDE dashboard depend on your user role.

Figure 8. TIDE Dashboard



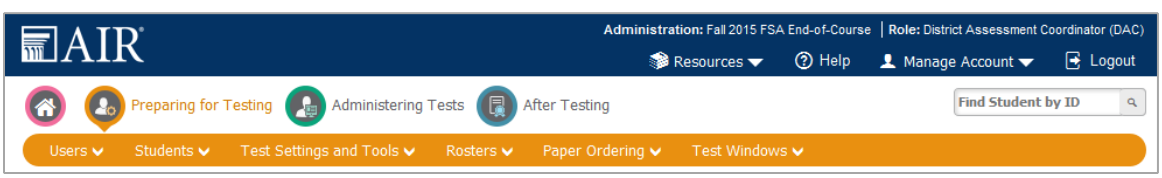
Each task menu contains a set of related tasks. For example, the **Users** menu contains options for adding users, viewing/editing/exporting users, and uploading users.

To expand a task menu and view its set of related tasks, click  on the end of that menu. To perform a task, click the name of that task listed in this menu.

Navigating in TIDE

When you navigate away from the TIDE dashboard, a navigation toolbar appears at the top of the page (see Figure 9). This toolbar allows you to access each task and action that was available on the dashboard. The toolbar only lists the task menus for one category at a time.

Figure 9. Navigation Toolbar



- To access the dashboard, click  in the upper-left corner.
- To view the task menus for a particular TIDE category, click the icon for that category above the toolbar.
- To access a particular task, click that task menu in the toolbar (such as **Users**) and select the required task from the list of options that appears.

About the Banner

A banner appears at the top of every page in TIDE (see Figure 10).

Figure 10. TIDE Banner

The banner displays the current test administration and your current user role. The banner also includes the following features:

- **TIDE**: This drop-down list allows you to switch to other AIR systems.
- **Resources**: This drop-down list allows you to access resources needed for testing, such as voice pack files.
- **Help**: This button opens the online TIDE User Guide.
- **Manage Account**: This drop-down list allows you to change your user role and set up your contact information.
- **Logout**: This button logs you out of TIDE and related AIR systems.

Accessing Global Features

Regardless of where you are in TIDE, there are features that appear globally. This section explains how to change test administrations, search for students by student ID (SSID), and switch to other AIR systems.

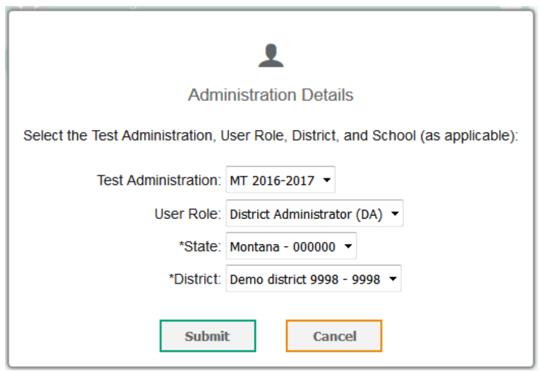
Changing Test Administration, Institution, or Role

Depending on your permissions, you can switch to different test administrations, schools, districts, and user roles in TIDE.

To change test administration or institution:

1. In the TIDE banner (see Figure 10), select **Change Role** from the **Manage Account** drop-down menu. The ***Change Role*** page appears (see Figure 11).

Figure 11. Change Role



2. Update the information as necessary. All fields are editable.

3. Click **Submit**. A new home page appears that is associated with your selections.

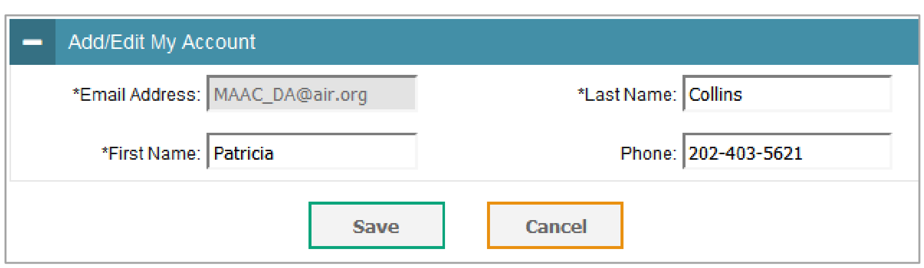
Changing Your Account Information

You can modify your name, phone number, and other account information.

To modify account information:

1. In the TIDE banner (see Figure 10), from the *Manage Account* drop-down list, select **My Contact**. The ***My Contact Information*** page appears (see Figure 12).

Figure 12. Fields in the My Account Page



2. Enter updates as necessary. (To change your email address, contact your TIDE administrator.)

3. Click **Update**.

TIDE saves your changes, and a confirmation message appears.

Switching Between AIR Systems

Depending on your role, when you log in to TIDE you can also switch to other AIR systems.

To switch to another AIR system:

- In the banner, click **TIDE**, and then select the other system you want to use (see Figure 13).

Figure 13. Switching Between AIR Systems

Finding Students by ID

A *Find Student by ID* field () appears in the upper-right corner of every page in TIDE. You can use this field to navigate to the ***View/Edit/Export Student*** page filtered to a specified student's record.

To search for a student:

1. In the *Find Student by ID* field, enter a student's SSID.
2. Click . The ***Edit Student*** form for that student appears.

Downloading and Installing Voice Packs

TIDE provides the NeoSpeech™ Julie Voice Packs, screen readers students with a text-to-speech accommodation can use during a test opportunity. You can download the voice packs from TIDE and install them on testing computers. These voice packs are compatible with Windows, but not Mac OS X or Linux.

To download voice packs:

1. From the **Resources** drop-down list in the banner (see Figure 10), select **Voice Pack**. The ***Download Voice Pack*** page appears.
2. Click the voice pack you want to install. Your browser downloads the installation file onto your computer. If you have an option to run or save the file, save it.
3. Read the installation instructions available from the ***Download Voice Pack*** page and then proceed with installation.

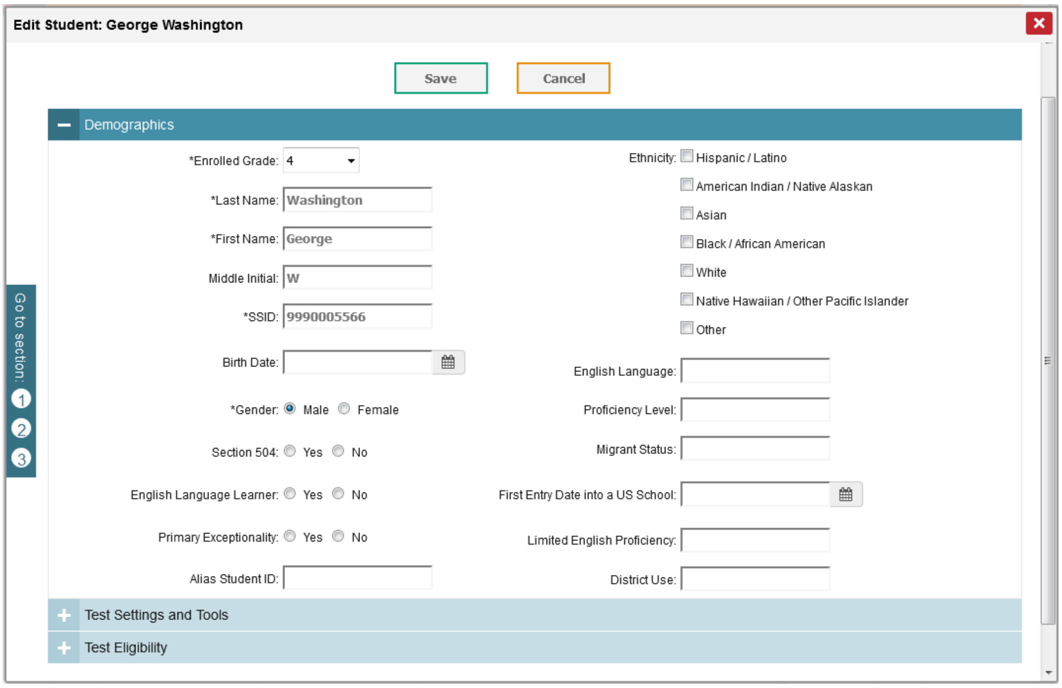
Overview of Task Page Elements

When you select a particular task from the dashboard or navigation toolbar, the corresponding task page appears. Although the specific fields and options on a task page vary from one task to another, some elements on the task page are used for multiple tasks. This section provides an overview of the pages and elements used when editing, uploading, and searching for records.

Navigating Record Forms

Certain tasks in TIDE require you to add or edit records via specialized record forms (see [Figure 14](#)). This section explains how to navigate these forms.

Figure 14. Sample Record Form



Record forms are usually divided into multiple panels. Each panel contains a group of related settings and fields that you can edit. You can click in the upper-left corner of a panel to collapse it, or click in a collapsed panel to expand it.

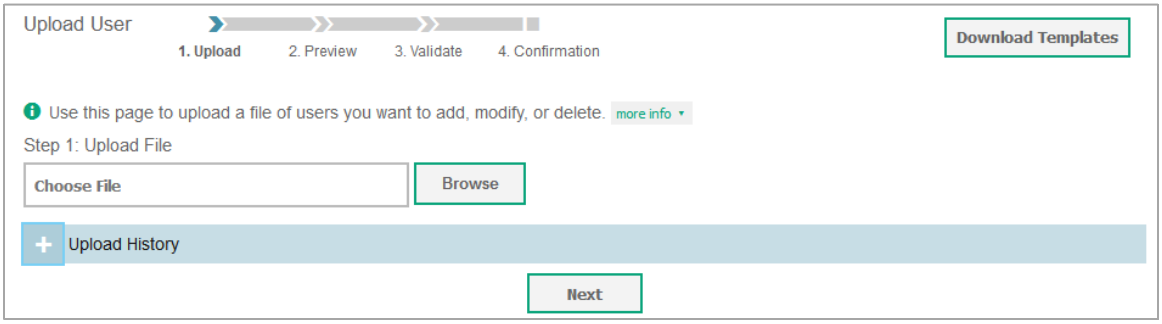
A floating *Go To section* toolbar appears on the left side of the record form. This toolbar includes a numbered button for each panel in the form. You can hover over a button to display the label of the associated panel and click the button to jump to that panel.

Note: The number of panels and the content of those panels in a record form depend on the record type.

Uploading Records

Some TIDE tasks require you to add a large number of records via a file upload. This section provides an overview of the basic steps for using and navigating the file upload pages (see Figure 15).

Figure 15. Sample File Upload Page



When uploading a file to TIDE, you must first download a file template and fill it out in a spreadsheet application. The guidelines for a template depend on the record type. Guidelines for each record type are provided throughout the section Preparing for Testing.

You can click next to the *Upload History* panel on the ***File Upload*** page to view a log of the files that have previously been uploaded for the selected record type.

For more information about how TIDE processes uploads, see Processing File Uploads in Appendix A.

To upload a file:

1. On the file upload page, click **Download Templates** and select the appropriate file type.
2. Open the file in a spreadsheet application, fill it out, and save it.
3. On the file upload page, click **Browse** and select the file you created in the previous step.
4. Click **Next**. The ***Preview*** page appears (see Figure 16). Use the file preview on this page to verify you uploaded the correct file.

Figure 16. File Upload Preview (partial view)

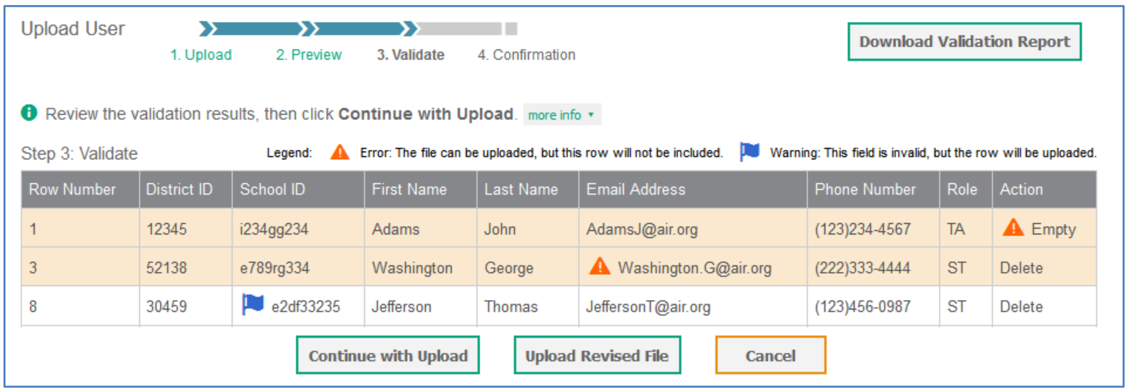
Row Number	District ID	School ID	First Name	Last Name	Email Address
1	99	9000	Thomas	Walker	tw@air.org
2	99	9000	Thomas	Walker	tw@air.org
3	99	9000	Thomas	Walker	tw@air.org

5. Click **Next**. TIDE validates the file and displays any errors ( ) or warnings ( ) on the ***Validate*** page (see Figure 17).

Note: If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

- *Optional*: Click the error and warning icons in the validation results to view the reason a field is invalid.
- *Optional*: Click **Download Validation Report** in the upper-right corner to view a PDF file listing the validation results for the upload file.

Figure 17. Sample Validation Page

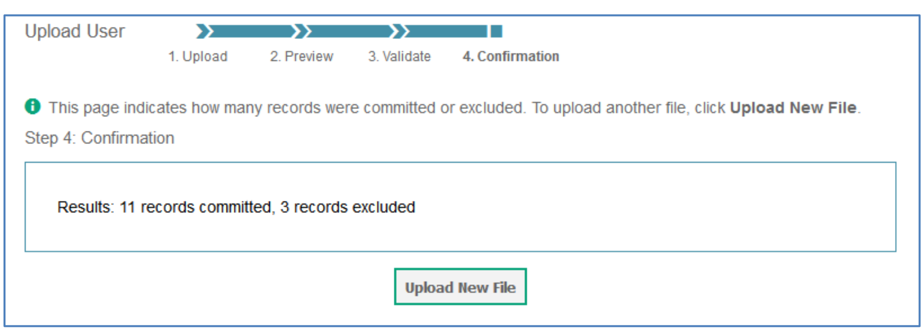


Note: If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, do not press **Cancel**, as TIDE may have already started processing some of the records.

6. Do one of the following:
   - Click **Continue with Upload**. TIDE commits those records that do not have errors.
   - Click **Upload Revised File** to upload a different file. Follow the prompts on the ***Upload Revised File*** page to submit, validate, and commit the file.

     The ***Confirmation*** page appears, displaying a message that summarizes how many records were committed and excluded (see Figure 18).

Figure 18. Confirmation Page

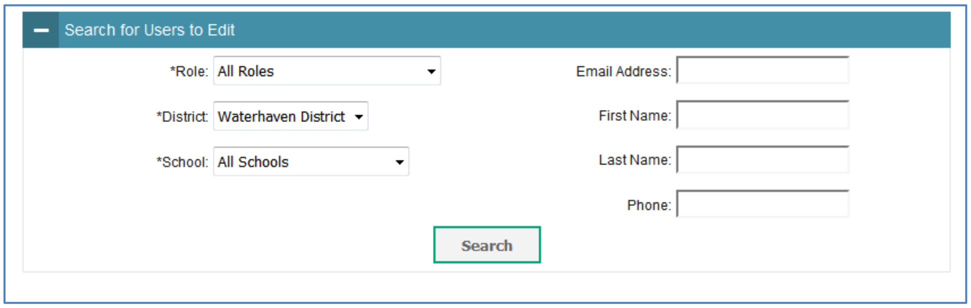


7. *Optional*: To upload another file of the same record type, click **Upload New File**.

Searching for Records

Many tasks in TIDE require you to retrieve a record or group of records. For such tasks, a search panel appears when you first access the task page (see Figure 19). This section explains how to use this search panel and navigate search results.

Figure 19. Sample Search Panel



To search for records:

1. In the search panel, enter search terms and select values from the available search parameters, as required.

Note: The search parameters available in the search panel depend on the record type. Required search parameters are marked with an asterisk.

2. *Optional*: If the task page includes an additional search panel, select values to further refine the search results:

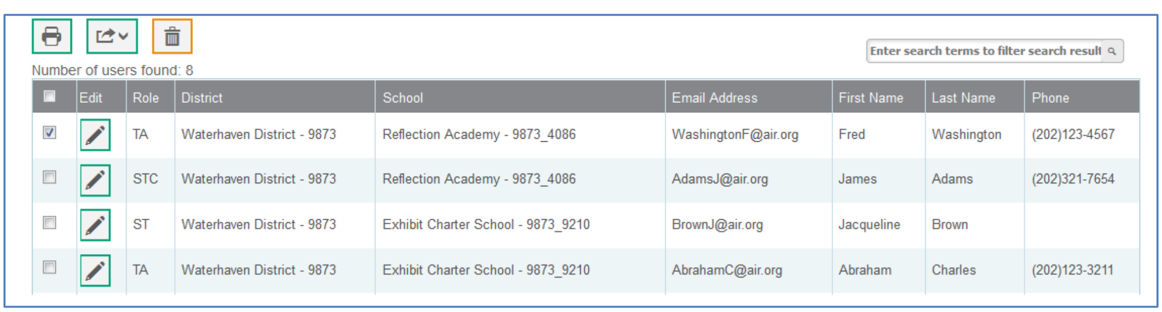
   a. To include an additional search criterion in the search, select it and click **Add**.

   b. *Optional*: To delete an additional search criterion, select it and click **Remove Selected**. To delete all additional search criteria, click **Remove All**.

3. Click **Search**. The list of retrieved records appears below the search panel (see Figure 20).

   a. *Optional*: If you wish to collapse the search panel, click − in the upper-left corner of the panel.

Figure 20. Sample Search Results



4. *Optional*: To filter the retrieved records by keyword, enter a search term in the text box above the search results and click . TIDE displays only those records containing the entered value.

5. *Optional*: To sort the search results by a given column, click its column header.

    - To sort the column in descending order, click the column header again.

6. *Optional*: If the table of retrieved records is too wide for your browser window, you can click and at the sides of the table to scroll left and right, respectively.

Performing Actions on Records

After searching for records, you can perform actions on the retrieved records, such as printing or exporting them. The number and type of action buttons available depend on the record type.

To perform actions on records:

1. Search for the required records by following the procedure in the section Searching for Records.

2. To select records for an action (such as printing or exporting), do one of the following:

    - Mark the checkbox next to each record you wish to select.

    - To select all records, mark the checkbox in the header row.

3. Click the required action button above the table of retrieved records:

    - : Prints the selected records.

    - : Exports the selected records to a PDF, Excel, or CSV file.

    - : Deletes the selected records.

Note: When you scroll down in the table, these action buttons appear in a floating toolbar on the left side of the page. You can click the buttons in this toolbar to perform actions on the selected records.

Section IV. Preparing for Testing

This section provides instructions for performing the tasks in the Preparing for Testing category. These tasks should be performed before testing begins.

This section covers the following topics:

- Managing TIDE Users
- Managing Student Information
- Managing Student Test Settings and Tools
- Managing Rosters

Managing TIDE Users

This section includes instructions for adding, editing, and uploading records for user accounts in TIDE.

Adding User Accounts

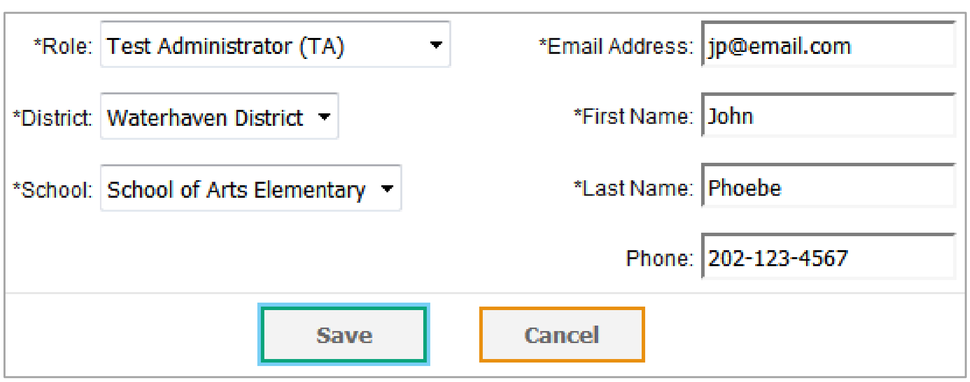
This section explains how to add a new user account to TIDE.

Note: When you add a user account, its role must be lower in the hierarchy than your role. Furthermore, you can add only those users that fall within your institution. For example, district-level users can create school-level accounts only for schools within their district.

To add a user account:

1. From the **Users** task menu on the TIDE dashboard, select **Add User**. The ***Add User*** page appears (see Figure 21).

Figure 21. Fields in the Add User Page



2. Select the role, district, and school associated with the new user.

3. Using Table 3 as a reference, enter the user's first name, last name, email address, and other details in the optional fields.

4. Click **Save**.

5. In the affirmation dialog box, click **Continue**. TIDE adds the account and sends the new user an activation email from Smarter-DoNotReply@airast.org.

Viewing and Editing User Details

You can view and modify detailed information about a user's TIDE account—as long as the user is below your role in the hierarchy and is in your district or school.

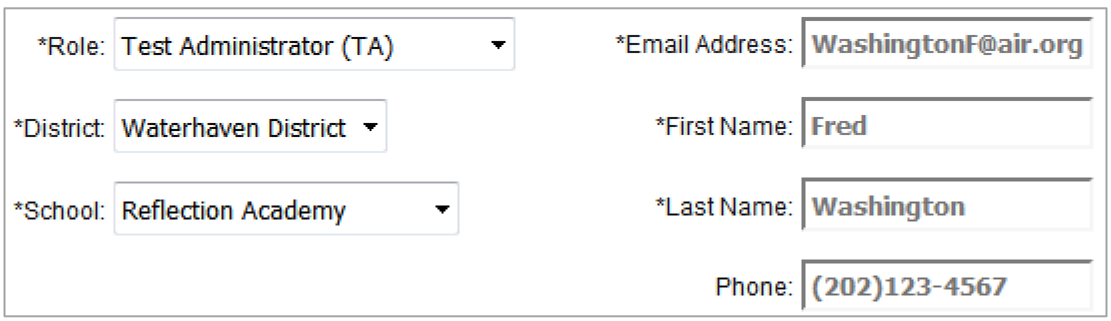
To view and edit user details:

1. From the **Users** task menu on the TIDE dashboard, select **View/Edit/Export User**. The ***View/Edit/Export User*** page appears.

2. Retrieve the user account you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved users, click for the user whose account you want to view. The ***Edit User*** form appears (see Figure 22).

Figure 22. Fields in the Edit User Form



4. If your user role allows it, modify the user's details as required. Use Table 3 as a reference.

5. Click **Save**.

6. In the affirmation dialog box, click **Continue** to return to the list of user accounts.

Table 3 describes the fields in the ***Edit User*** page.

Table 3. Fields in the Edit User Page

Field	Description
Role	User's role. For an explanation of user roles, see Understanding User Roles and Permissions.
District	District associated with the user. To modify the district associated with a user, you must delete and add the user using file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads.
School	School associated with the user. To modify the school associated with a user, you must delete and add the user using file uploads. For details, see Adding, Editing, or Deleting Users through File Uploads.
Email Address	Email address for logging in to TIDE.
First Name	User's first name.
Last Name	User's last name.
Phone	User's phone number.

Deleting User Accounts

You can delete a user's account as long as the user is at or below your role in the hierarchy and the user is in your district or school.

To delete user accounts:

1. Retrieve the user accounts you want to delete by following the procedure in the section Searching for Records.
2. Do one of the following:
   - Mark the checkboxes for the users you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved users.
3. Click , and in the affirmation dialog box click **Yes**.

Adding, Editing, or Deleting Users through File Uploads

If you have many users to add, edit, or delete, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload user accounts:

1. From the **User** task menu on the TIDE dashboard, select **Upload User**. The ***Upload User*** page appears.
2. Following the instructions in the section Uploading Records and using Table 4 as a reference, fill out the User template and upload it to TIDE.

Table 4 provides the guidelines for filling out the User template that you can download from the ***Upload User*** page.

Table 4: Columns in the User Upload File

Column	Description	Valid Values
StateAbbreviation	State abbreviation.	Any standard two-letter state abbreviation.
DISTRICTID*	District associated with the user.	District ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters.
SCHOOLID	School associated with the user.	School ID that exists in TIDE, and must be associated with the user uploading the file. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level users.
FirstName*	User's first name.	Up to 35 characters.
LastorSurname*	User's last name.	Up to 35 characters.
ElectronicMailAddress*	User's email address.	Any standard email address. Up to 128 characters that are valid for an email address. This is the user's username for logging in to TIDE.
TelephoneNumber	User's phone number.	Phone number in xxx-xxx-xxxx format. Extensions allowed.

Column	Description	Valid Values
Role*	User's role. For an explanation of user roles, see Understanding User Roles and Permissions.	One of the following: DA—District administrator. DC—District coordinator. SC—School coordinator. TE—Teacher. TA—Test administrator. Must be lower in the hierarchy than the user uploading the file.
Action*	Indicates if this is an add, modify, or delete transaction.	One of the following: Add—Add new user or edit existing user record. Delete—Remove existing user record.

*Required field.

Figure 23 is an example of a simple upload file with the following transactions:

- The first row (aside from the header row) adds Thomas Walker as a TIDE user, specifying all fields except phone number.
- The second row modifies Thomas Walker's account, changing his role and adding the phone number. In this case you must list values in all other columns, even if you do not change them.
- The third row deletes Thomas Walker's account.
- The fourth row adds Patricia Martin as a test administrator for school 9000.
- The fifth row adds Patricia Martin as a school administrator for a different school—9001.

Figure 23. Sample User Upload File

	A	B	C	D	E	F	G	H
1	DISTRICTID	SCHOOLID	FIRSTNAME	LASTNAME	EMAIL	PHONE	ROLE	ACTION
2	99	9000	Thomas	Walker	tw@air.org		TA	ADD
3	99	9000	Thomas	Walker	tw@air.org	305-555-1212	SA	ADD
4	99	9000	Thomas	Walker	tw@air.org	305-555-1212	SA	DELETE
5	99	9000	Patricia	Martin	pm@air.org		TA	ADD
6	99	9001	Patricia	Martin	pm@air.org		SA	ADD

Managing Student Information

This section describes how to add, modify, and delete students' records, and how those records affect testing and reporting.

Adding Students

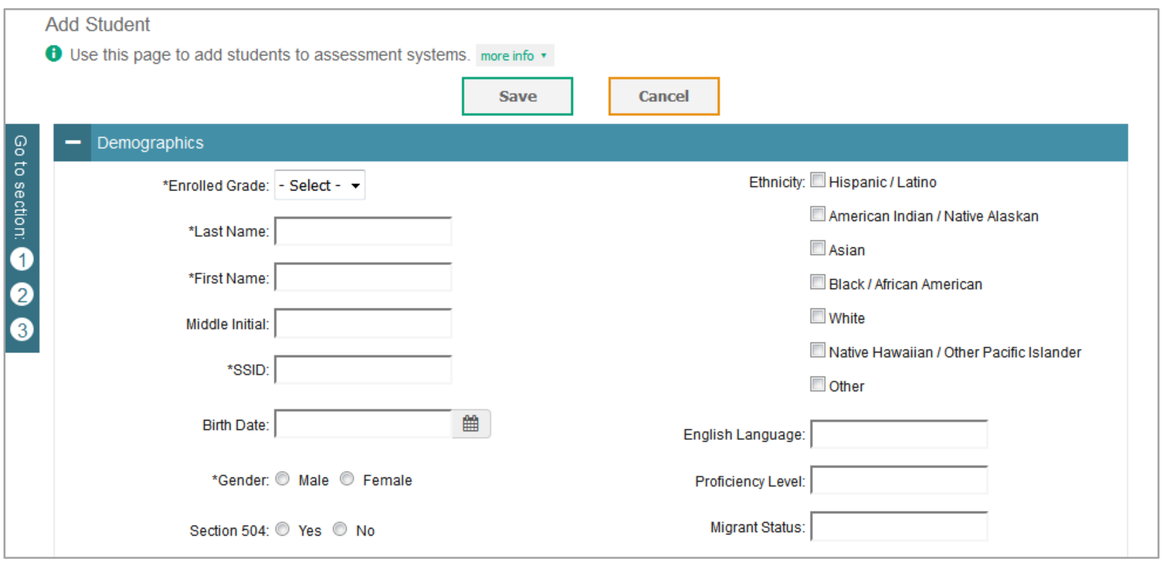
This section explains how to add a new student record to TIDE.

Note: When you add a student to a client, state, district, and school, you must be associated with those entities. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.

To add a student:

1. From the **Students** task menu on the TIDE dashboard, select **Add Student**. The ***Add Student*** form appears (see Figure 24). For more information about using record forms, see the section Navigating Record Forms.

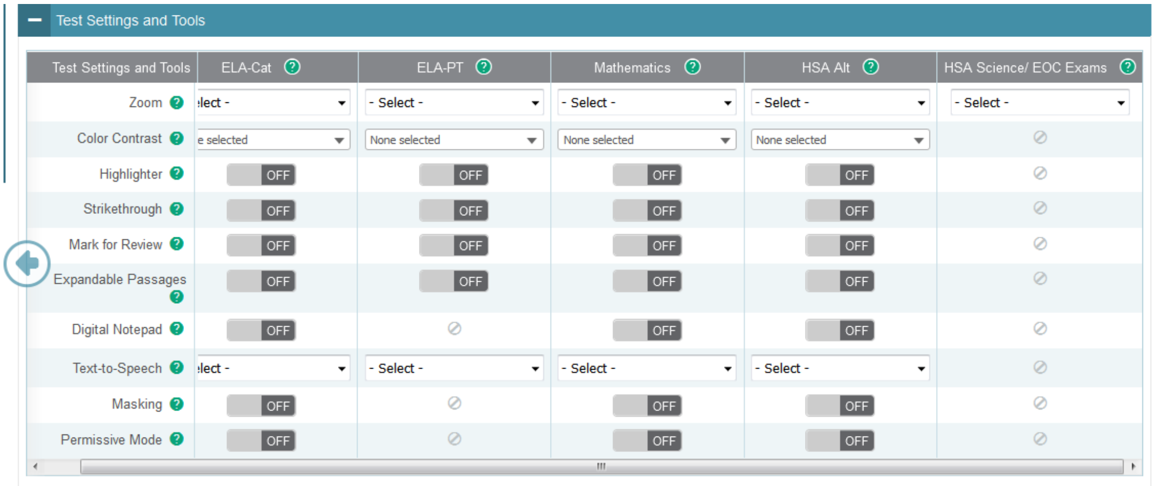
Figure 24. Fields in the Add Student Form (top portion)



2. In the *Demographics* panel, enter the student's demographic information, using Table 5 as a reference.

3. In the *Test Settings and Tools* panel (see Figure 25), enter the student's settings for each test, using Table 6 as a reference. This panel displays a column for each of the student's tests. You can select different settings for each test, if necessary.

Figure 25. Test Settings and Tools Panel



4. In the *Test Eligibility* panel, mark the checkbox of each test for which the student should be eligible.

5. Click **Save**.

    a. If TIDE reports that another student already has the SSID, you must assign the student a temporary SSID.

Table 5 describes the fields in the *Demographics* panel on the Student form.

Table 5. Fields in the Demographics Panel

Field	Description
Enrolled Grade	Grade in which student is enrolled during the test administration.
Last Name	Student’s last name.
First Name	Student’s first name.
Middle Initial	Initial of student’s middle name.
SSID	Student’s Statewide Student Identifier (SSID) within the enrolled district.
Birth Date	Student’s date of birth.
Gender	Student’s gender.
Section 504	Student’s 504 status.
Primary Exceptionality	Student’s primary disability.
Ethnicity	Student’s ethnicity.
English Language Proficiency Level	Student’s ELP level.
Migrant Status	Student’s migrant status.

Table 6 describes the fields in the *Test Settings and Tools* panel on the Student form.

Table 6. Fields in the Test Settings and Tools Panel

Field	Description
Color Contrast	List of available color settings.
Zoom	List of available zoom levels.
Highlighter	Toggles the Highlighter tool on or off, allowing student to highlight text.
Mark for Review	Toggles the Mark for Review tool on or off, allowing student to flag questions to return to later.
Expandable Passages	Toggles the Expandable Passages tool on or off, allowing student to expand passage section for easier readability.
Digital Notepad	Toggles the digital notepad tool on or off, allowing student to enter notes for items.
Text-to-Speech (TTS)	Sets which test content is administered with the TTS accommodation.
Masking	Toggles the Masking tool on or off, allowing student to cover distracting regions of the test page.
Permissive Mode	Toggles Permissive Mode setting on or off, allowing student to use pre-approved hardware or software with secure browser.
Print Size	List of subjects and the type size in which the associated tests appear.

Viewing and Editing Students

You can view and edit detailed information about a student's record.

To view and edit student details:

1. From the **Students** task menu on the TIDE dashboard, select **View/Edit/Export Student**. The ***View/Edit/Export Student*** page appears.

2. Retrieve the student record you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click for the student whose account you want to view. The ***Edit Student*** form appears. This form is similar to the form used to add student records (see Figure 24).

4. If your user role allows it, modify the student's record as required.

    - In the *Test Settings and Tools* panel (see Figure 25), modify the student's test settings, using Table 6 as a reference. This panel displays a column for each of the student's tests. You can select different settings for each test, if necessary.

- In the *Test Eligibility* panel, mark or clear checkboxes as required to modify the student's eligible tests.

Caution: Test settings in the TA Interface Changing a test setting in TIDE after the test starts does not update the student's test setting if the same test setting is available in the TA Interface. In this case, you must change the test setting in the TA Interface.

5. Click **Save**.

6. In the affirmation dialog box, click **Continue** to return to the list of student records.

Printing Students' Test Settings

A student's test settings include the various accommodations and tools available during a test. You can generate a report of test settings from the list of retrieved students.

To print students' test settings:

1. Retrieve the student records you want to print by following the procedure in the section Searching for Records.

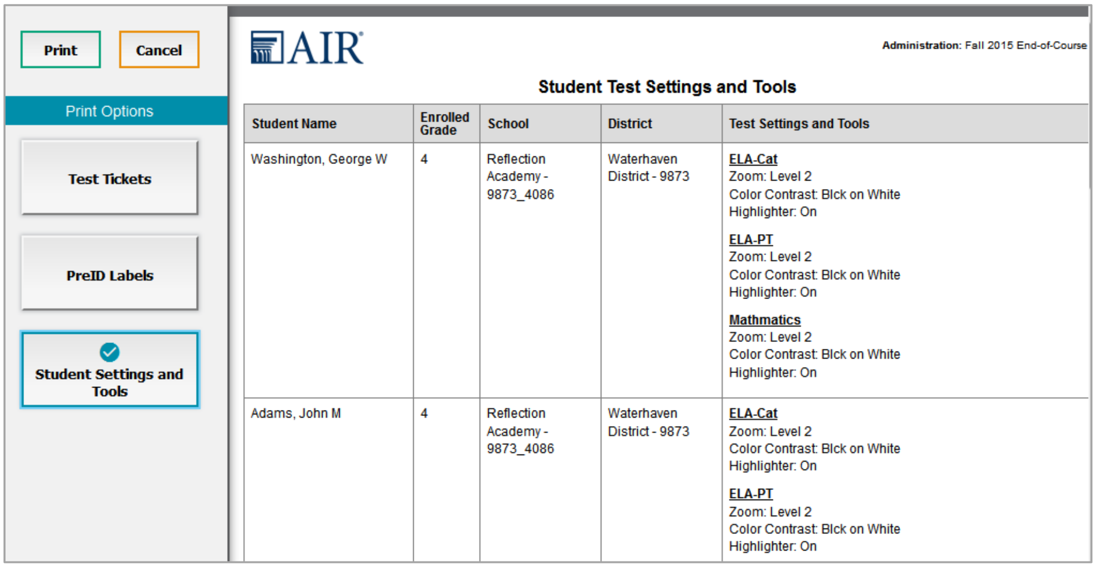
2. Click the column headings to sort the retrieved students in the order you want the records printed.

3. Do one of the following:
   - Mark the checkboxes for the students you want to print.
   - Mark the checkbox at the top of the table to print labels for all retrieved students.

4. Click and then select **Student Settings and Tools.** The Students Test Settings and Tools report appears.

5. Verify **Student Settings and Tools** is selected in the *Print Options* section (see Figure 26).

Figure 26. Layout Model for Student Test Settings and Tools



6. Click **Print**.

Your browser downloads the generated PDF.

Managing Student Test Settings and Tools

A student's test settings include the available accommodations, such as text-to-speech or color schemes. Test tools specify the tools a student can use during a test, such as a highlighter. This section explains how to edit student test settings and tools via an online form or a file upload.

Viewing and Editing Test Settings and Tools

This section explains how to view and edit a student's test settings and tools in TIDE.

To edit a student's test settings and tools:

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **View/Edit/Export Test Settings and Tools**. The ***View/Edit/Export Test Settings and Tools*** page appears.

2. Retrieve the student accounts whose settings and tools you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click for the student whose test settings and tools you want to edit. The ***Edit Test Settings and Tools*** form appears.

4. The ***Edit Test Settings and Tools*** form is identical to the form used to modify student records. For information about how to use this form, see the section Viewing and Editing Students.

Uploading Test Settings and Tools

If you have many students for whom you need to apply test settings, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload student test settings and tools:

1. From the **Test Settings and Tools** task menu on the TIDE dashboard, select **Upload Test Settings and Tools**. The ***Upload Test Settings and Tools*** page appears.

2. Following the instructions in the section Uploading Records and using Table 7 as a reference, fill out the Test Settings template and upload it to TIDE.

Table 7 provides the guidelines for filling out the Test Settings template that you can download from the ***Upload Test Settings and Tools*** page.

Table 7. Columns in the Test Settings Upload File

Column Name	Description	Valid Values
SSID*	Student's statewide identification number.	Ten digits.
Subject	Subject for which the tool or accommodation applies.	One of the following: ELA ELA-PT Mathematics
Tool Name	Name of the tool or accommodation.	See Table 8.
Value	Indicates if the tool or accommodation is allowed or disallowed, or the accommodation's appearance.	See Table 8.

*Required field.

Table 8 lists the valid values for the Tool Name and Value columns in the Test Settings template.

Table 8. Valid Values for Tool Names

Tool Name	Description	Valid Value	Applies to
American Sign Language	Availability of American Sign Language video.	Do not show ASL videos	ELA, ELA-PT, Mathematics
		Show ASL videos	ELA, ELA-PT, Mathematics
Audio Transcriptions	Available script of audio from listening items present on the test.	Disabled	ELA
		Enabled	ELA
Braille Type	Type of Braille in which test items are printed.	Contracted	ELA, ELA-PT
		Nemeth	Mathematics
		Not Applicable	ELA, ELA-PT, Mathematics
		Uncontracted	ELA, ELA-PT
Closed Captioning	Availability of closed-captioning.	Closed Captioning Available	ELA
		Closed Captioning Not Available	ELA
Color Choices	Color of text and background for all tests in the indicated subject.	Black on White	ELA, ELA-PT, Mathematics
		Black on Rose	ELA, ELA-PT, Mathematics
		Yellow on Blue	ELA, ELA-PT, Mathematics
		Medium Gray on Light Gray	ELA, ELA-PT, Mathematics
		Reverse Contrast	ELA, ELA-PT, Mathematics
Presentation	Language in which the tests in the indicated subject appear.	English	ELA, ELA-PT
		Braille	ELA, ELA-PT
		Spanish	ELA, ELA-PT, Mathematics
Masking	Masking involves blocking off content that is not of immediate need or that may be distracting to the student.	Masking Not Available	ELA, ELA-PT, Mathematics
		Masking Available	ELA, ELA-PT, Mathematics

Mouse Pointer	The mouse pointer displayed in the student interface may be presented in different colors and sizes.	System Default	ELA, ELA-PT, Mathematics
		Large Black	ELA, ELA-PT, Mathematics
		Extra Large Black	ELA, ELA-PT, Mathematics
		Large Green	ELA, ELA-PT, Mathematics
		Extra Large Green	ELA, ELA-PT, Mathematics
		Large Red	ELA, ELA-PT, Mathematics
		Extra Large Red	ELA, ELA-PT, Mathematics
		Large Yellow	ELA, ELA-PT, Mathematics
		Extra Large Yellow	ELA, ELA-PT, Mathematics
		Large White	ELA, ELA-PT, Mathematics
		Extra Large White	ELA, ELA-PT, Mathematics
Permissive Mode	Permissive Mode is an accessibility feature that allows students to use accessibility software and access Assisstive Technology in addition to the secure browser.	Permissive Mode Disabled	ELA, ELA-PT, Mathematics
		Permissive Mode Enabled	ELA, ELA-PT, Mathematics
Zoom	A tool for making text or other graphics in a window or frame appear larger on the screen. The default font size for all tests is 14 pt.	1X	ELA, ELA-PT, Mathematics
		1.5X	ELA, ELA-PT, Mathematics
		1.75X	ELA, ELA-PT, Mathematics
		2.5X	ELA, ELA-PT, Mathematics
		3X	ELA, ELA-PT, Mathematics
		5X	ELA, ELA-PT, Mathematics
		10X	ELA, ELA-PT, Mathematics

		15X	ELA, ELA-PT, Mathematics
		20X	ELA, ELA-PT, Mathematics
Print on Request	Allows items and/or stimuli to be printed for students. This accommodation is not a replacement for a paper test.	None	ELA, ELA-PT, Mathematics
		Stimuli&Items	ELA, ELA-PT, Mathematics
		Stimuli	ELA, ELA-PT, Mathematics
		Items	ELA, ELA-PT, Mathematics
Streamlined Mode	This accommodation provides a streamlined interface of the test in an alternate, simplified format in which the items are displayed below the stimuli. ***This accommodation will be required to view tests in print sizes 5X and above.**	Off	ELA, ELA-PT, Mathematics
		On	ELA, ELA-PT, Mathematics
Text-to-Speech	This feature allows text to be read aloud to the student via embedded text-to-speech technology. The student is able to control the speed as well as raise or lower the volume of the voice via a volume control.	None	ELA, ELA-PT, Mathematics
		Items	ELA, ELA-PT, Mathematics
		Stimuli	ELA-PT, Mathematics
		Stimuli&Items	ELA-PT, Mathematics
		Passages	ELA
		Passages&Items	ELA
Translations (Glossaries)	Translated glossaries are a language support. Translated glossaries are provided for selected construct-irrelevant terms.	No Glossary	ELA, ELA-PT, Mathematics
		English Glossary	ELA, ELA-PT, Mathematics

		Arabic Glossary Cantonese Glossary Filipino Glossary Korean Glossary Mandarin Glossary Punjabi Glossary Russian Glossary Spanish Glossary Ukrainian Glossary Vietnamese Glossary Arabic & English Glossary Cantonese & English Glossary Filipino & English Glossary Korea & English Glossary Mandarin & English Glossary Punjabi & English Glossary Russian & English Glossary Spanish & English Glossary Ukrainian & English Glossary Vietnamese & English Glossary	Mathematics

Figure 27 is an example of a simple upload file that sets the colors on the ELA-PT test for the student with ID 9999999999 to black text on a rose background.

Figure 27. Sample Test Settings Upload File

	A	B	C	D
1	SSID	Subject	Tool Name	Value
2	9999999999	ELA-PT	Color Choices	Black on Rose
3				

Managing Rosters

Rosters are groups of students associated with a teacher in a particular school. Rosters typically represent entire classrooms in lower grades, or individual classroom periods in upper grades. Rosters can also represent special courses offered to groups of students.

This section provides instructions for adding rosters, modifying rosters, and managing rosters via file uploads.

Adding a New Roster

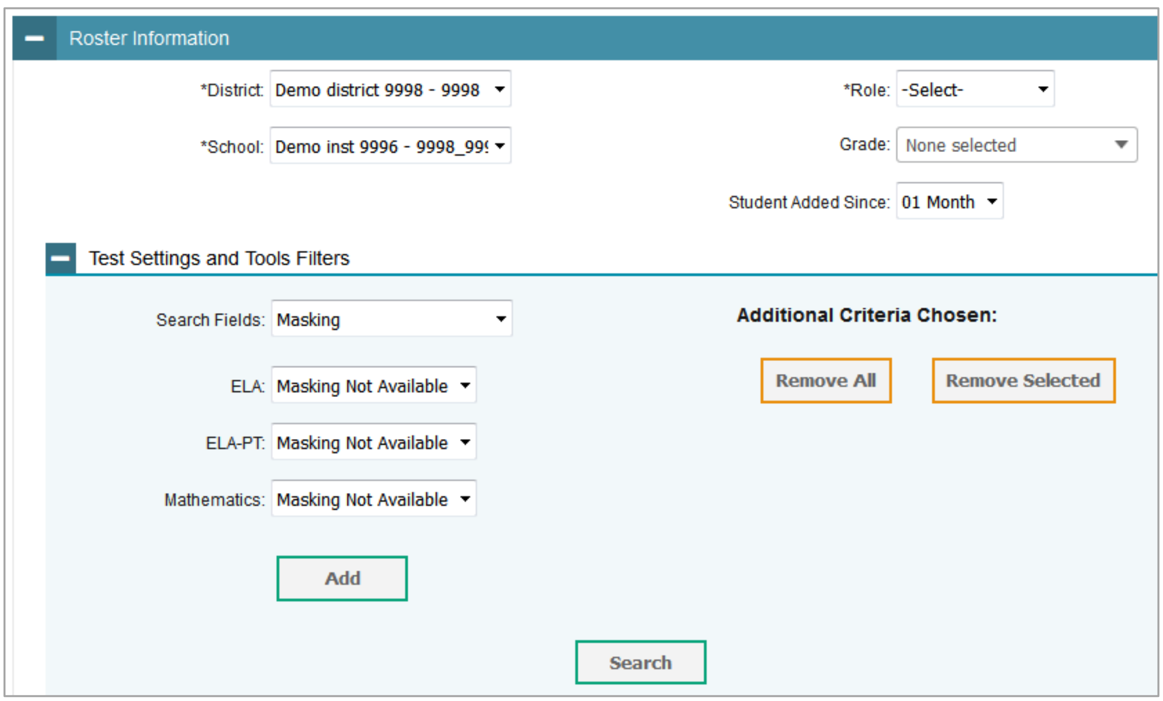
This section explains how to add a new roster to TIDE.

Note: You can only create rosters from students associated with your school or district.

To add a roster:

1. From the **Rosters** task menu on the TIDE dashboard, select **Add Roster**. The ***Add Roster*** form appears (see Figure 28). For more information about using record forms, see the section Navigating Record Forms.

Figure 28. Add Roster Form



2. In the *Roster Information* panel, search for students by following the procedure in the section Searching for Records.

3. In the *Add/Remove Students to the Roster* panel (see Figure 29), do the following:

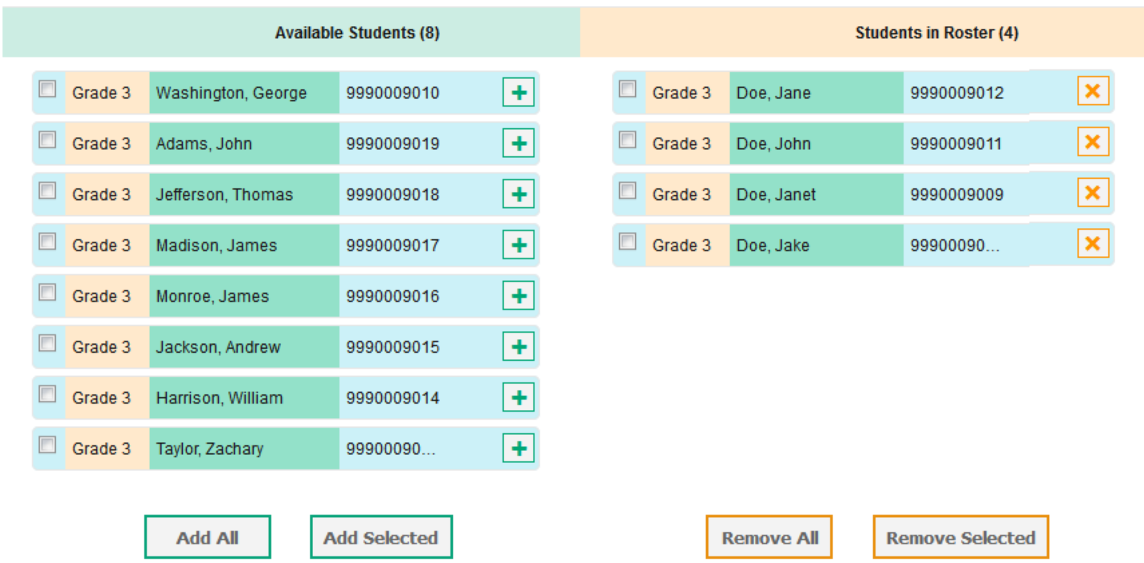
   a. In the *Roster Name* field, enter the roster name.

   b. From the Teacher Name drop-down list, select a teacher.

c. To add students, in the list of available students do one of the following:

- To move one student to the roster, click for that student.
- To move all the students in the *Available Students* list to the roster, click **Add All**.
- To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.

Figure 29. Add/Remove Students to Roster Panel



d. To remove students, do one of the following in the list of students in the roster:

- To remove one student from the roster, click for the student.
- To remove all the students from the roster, click **Remove All**.
- To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.

4. Click **Save**, and in the affirmation dialog box click **Continue**.

Modifying an Existing Roster

You can modify a roster by changing its name, associated teacher, or by adding students or removing students. (This feature is not available for system-generated rosters.)

To modify a roster:

1. From the **Rosters** task menu on the TIDE dashboard, select **View/Edit/Export Roster**. The ***View/Edit/Export Roster*** page appears.
2. Retrieve the roster record you want to view or edit by following the procedure in the section Searching for Records.
3. In the list of retrieved rosters, click for the roster whose details you want to view. The ***Edit Roster*** form appears. This form is similar to the form used to add rosters (see Figure 28).
4. In the *Roster Information* panel, search for students by following the procedure in the section Searching for Records.
5. In the *Add/Remove Students to the Roster* panel (see Figure 29), do the following:
    a. In the *Roster Name* field, enter the roster name.
    b. From the Teacher Name drop-down list, select a teacher.
    c. To add students, from the list of available students, do one of the following:
        - To move one student to the roster, click for that student.
        - To move all the students in the *Available Students* list to the roster, click **Add All**.
        - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
    d. To remove students, do one of the following in the list of students in the roster:
        - To remove one student from the roster, click for the student.
        - To remove all the students from the roster, click **Remove All**.
        - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
6. Click **Save**, and in the affirmation dialog box click **Continue**.

Deleting Rosters

You can delete rosters created in TIDE, Online Reporting System, or Learning Point Navigator. (This feature is not available for system-generated rosters.)

To delete rosters:

1. Retrieve the rosters you want to delete by following the procedure in the section Searching for Records.
2. Do one of the following:
   - Mark the checkboxes for the rosters you want to delete.
   - Mark the checkbox at the top of the table to delete all retrieved rosters.
3. Click 🗑, and in the affirmation dialog box click **Yes**.

Creating Rosters Through File Uploads

If you have many rosters to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload rosters:

1. From the **Rosters** task menu on the TIDE dashboard, select **Upload Rosters**. The ***Upload Roster*** page appears.
2. Following the instructions in the section Uploading Records and using Table 9 as a reference, fill out the Roster template and upload it to TIDE.

Table 9 provides the guidelines for filling out the Roster template that you can download from the ***Upload Roster*** page.

Table 9. Columns in the Rosters Upload File

Column Name	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.
User Email ID*	Email address of the teacher associated with the roster.	Email address of a teacher existing in ORS.
Roster Name*	Name of the roster.	Up to 20 characters.

Column Name	Description	Valid Values
SSID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.

*Required field.

Figure 30 is an example of a simple upload file that creates a roster with two students.

Figure 30. Sample Roster Upload File

	A	B	C	D	E
1	**District ID**	**School ID**	**Email**	**Roster Name**	**SSID**
2	99	9999	me@email.com	American History	9999999999
3	99	9999	me@email.com	American History	9999999998

- The first row (aside from the header row) does the following:
  - If the roster `American History` does not exist in school `9999`, TIDE does the following:
    - Creates the roster `American History`.
    - Associates the teacher whose email address is `me@email.com` with the roster.
  - Adds the student ID `9999999999` to the roster `American History`.
- The second row adds the student ID `9999999998` to the roster `American History`.

Section V. Administering Tests

This section provides instructions for performing the tasks in the Administering Tests category. These tasks should be performed immediately before or while testing is underway.

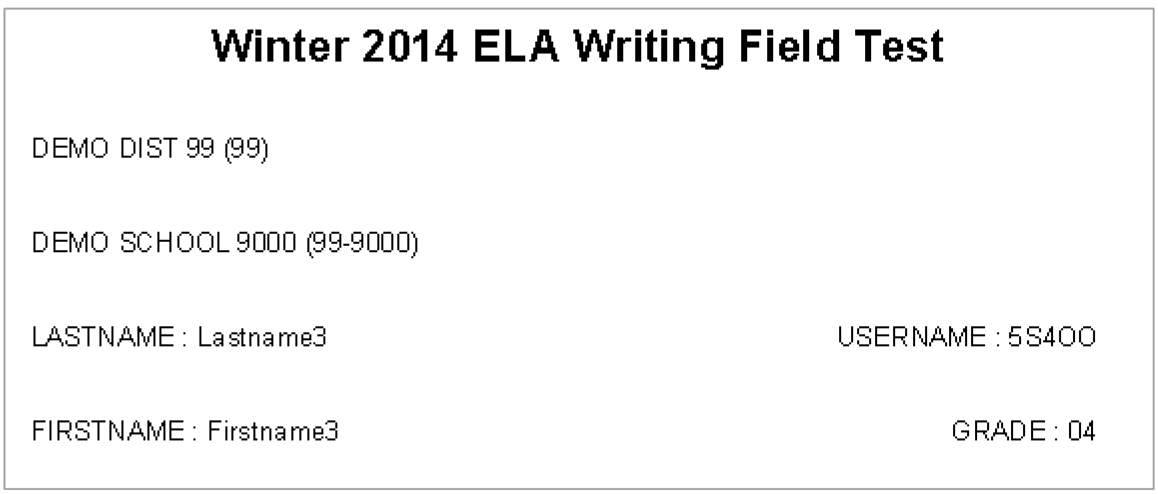
This section covers the following topics:

- Printing Test Tickets
- Managing Test Impropriety Requests
- Monitoring Test Progress

Printing Test Tickets

A test ticket is a hard-copy form that includes a student's username for logging in to a test. Referring to the example in Figure 31, the student's username for testing is 5S400.

Figure 31. Sample Test Ticket



Winter 2014 ELA Writing Field Test

DEMO DIST 99 (99)

DEMO SCHOOL 9000 (99-9000)

LASTNAME : Lastname3 USERNAME : 5S4OO

FIRSTNAME : Firstname3 GRADE : 04

TIDE generates the test tickets as PDF files that you download with your browser.

Printing Test Tickets from Student List

This section explains how to print test tickets from a list of students.

To print test ticket labels:

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Student List**. The ***Print Test Tickets from Student List*** page appears.

2. Retrieve the students for whom you want to print test tickets by following the procedure in the section Searching for Records.

3. Click the column headings to sort the retrieved students in the order you want the test tickets printed.

4. Do one of the following:

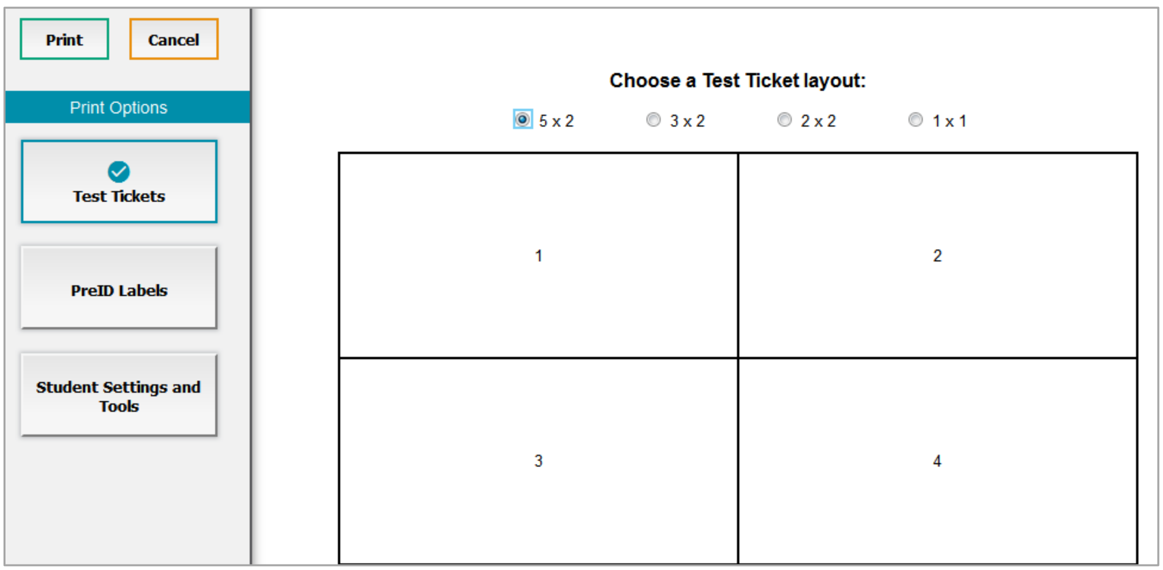
   - Mark the checkboxes for the students you want to print.

   - Mark the checkbox at the top of the table to print tickets for all retrieved students.

5. Click and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 32).

6. Verify **Test Tickets** is selected in the *Print Options* section.

Figure 32. Layout Model for Test Tickets



7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

Printing Test Tickets from Roster List

You can print test tickets for all the students in a roster.

To print test tickets from rosters:

1. From the **Print Test Tickets** task menu on the TIDE dashboard, select **Print from Roster List**. The ***Print Test Tickets from Roster List*** page appears.

2. Retrieve the rosters for which you want to print test tickets by following the procedure in the section Searching for Records.

3. Click the column headings to sort the retrieved rosters in the order you want the test tickets printed.

4. Do one of the following:

   - Mark the checkboxes for the rosters you want to print.

   - Mark the checkbox at the top of the table to print tickets for all retrieved rosters.

5. Click and then select **Test Tickets**. A layout model appears for selecting the printed layout (see Figure 32).

6. Verify **Test Tickets** is selected in the *Print Options* section.

7. Click the layout you require, and then click **Print**.

Your browser downloads the generated PDF.

Managing Test Impropriety Requests

In the normal flow of a test opportunity, a student takes the test in TDS and then submits it. Next, TDS forwards the test for scoring, and then ORS reports the test scores.

Test improprieties are a way of interrupting this normal flow. A student may want to retake a test or have another test opportunity. A test administrator may want to invalidate a test because of a hardware malfunction or an impropriety. This section describes how you view, create, and approve test impropriety requests.

Table 10 provides descriptions of each impropriety request type.

Table 10. Types of Test Impropriety Requests

Type	Description
Invalidation	Eliminates the test opportunity, and the student has no further opportunities for the test. You can submit these test invalidations until the end of the test window.
Reset	Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process. You can submit these invalidation requests until the end of the test window.
Re-open	Reopens a test that was completed, invalidated, or expired.
Re-open Test Segment	Reopens a previous test segment. This appeal is useful when a student inadvertently or accidently leaves a test segment incomplete and starts a new test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.
Reverts	Reverses a reset, restoring the student’s responses on the test when the reset was processed.

Type	Description
Grace Period Extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running. The following scenarios are possible: • If resuming the test within 20 minutes, student can review previously answered questions. • Without a GPE, student resuming the test after 20 minutes cannot review previously answered questions—student can only work on unanswered questions. • Upon receiving a GPE, student can review previously answered questions upon resuming the test. The normal pause rules apply to this opportunity.

Warning: Timing of resets and reverts Submit reset and reverts at least one day prior to the end of a test window so that students can complete their test opportunity or data entry can be completed for paper-based tests.

A test impropriety request's status can change throughout its life cycle. Table 11 lists the available statuses.

Table 11. Statuses of Invalidation Requests

Invalidation Request Status	Description of Status
Error Occurred	An error occurred while the impropriety request was being processed.
Item Information Sent	Information regarding a Report Problem with Item appeal was sent to the designated recipients.
Pending Approval	Impropriety request is pending approval.
Processed	Impropriety request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the impropriety request.
Rejected by System	Test Delivery System was unable to process the invalidation request.
Requires Resubmission	Impropriety request must be resubmitted.
Retracted	Originator retracted the impropriety request.
Submitted for Processing	Impropriety request submitted to Test Delivery System for processing.

Table 12 lists the valid combinations of test impropriety requests and test statuses. For example, you can invalidate a test that is in one of the following statuses: completed, denied, expired, paused, reported, scored, or submitted.

Table 12. Available Impropriety Requests by Test Result Status

Test Result Status	Invalidation	Reset	Re-open	Re-open Test Segment	Revert	Grace Period Extension
Approved		✓			✓	
Completed	✓	✓	✓		✓	
Denied	✓	✓		✓	✓	✓
Expired	✓	✓	✓		✓	
Paused	✓	✓		✓	✓	✓
Pending		✓			✓	
Processing		✓			✓	
Reported	✓	✓	✓		✓	
Review		✓			✓	
Scored	✓	✓	✓		✓	
Started		✓			✓	
Submitted	✓	✓	✓		✓	
Suspended		✓			✓	
Invalidated		✓	✓		✓	

Creating Test Impropriety Requests

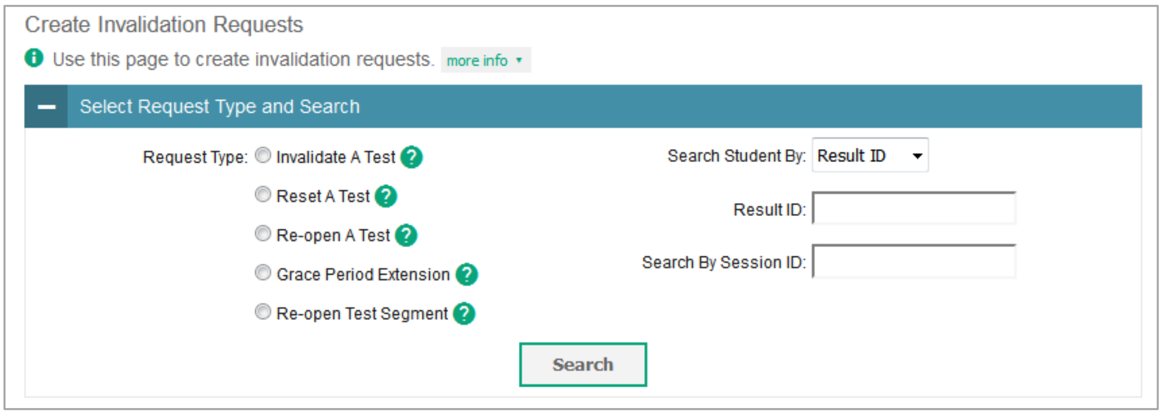
You can create a test impropriety request for a given test result.

To create test impropriety requests:

1. Retrieve the result for which you want to create a test impropriety by doing the following:

   a. From the **Test Impropriety Requests** task menu on the TIDE dashboard, select **Create Requests**. The ***Create Test Impropriety Requests*** page appears (see Figure 33).

Figure 33. Selection Fields in the Create Test Impropriety Requests Page

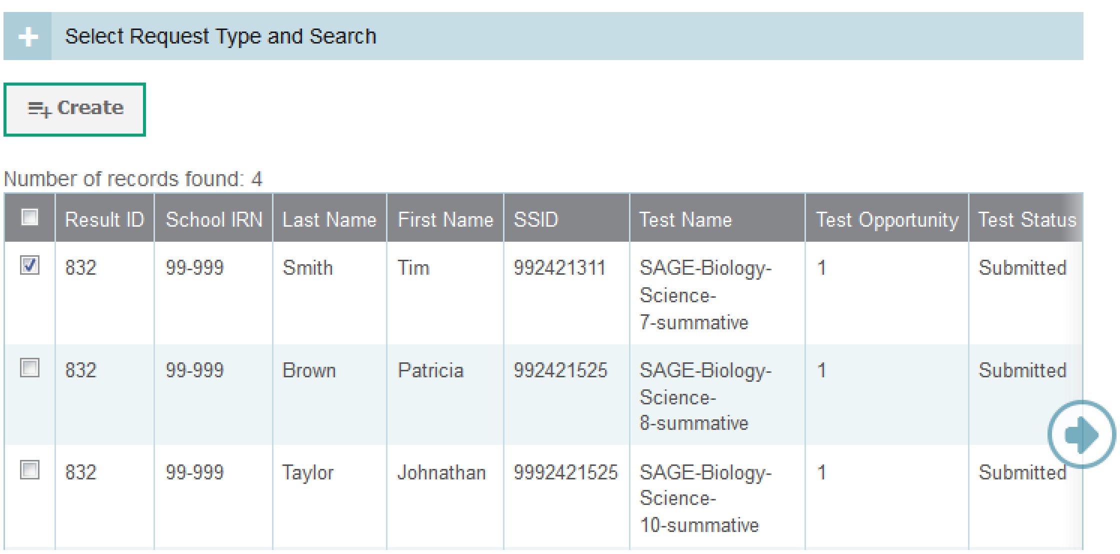


   b. Select a request type.

   c. From the drop-down lists and in the text field, enter search criteria.

   d. Click **Search**. TIDE displays the found results at the bottom of the ***Create Test Impropriety Requests*** page (see Figure 34).

Figure 34. Retrieved Test Results



	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status
☑	832	99-999	Smith	Tim	992421311	SAGE-Biology-Science-7-summative	1	Submitted
☐	832	99-999	Brown	Patricia	992421525	SAGE-Biology-Science-8-summative	1	Submitted
☐	832	99-999	Taylor	Johnathan	9992421525	SAGE-Biology-Science-10-summative	1	Submitted

2. Mark the checkbox for each result for which you want to create a test impropriety, and then click **Create**.

3. Enter a reason for the request in the window that pops up.

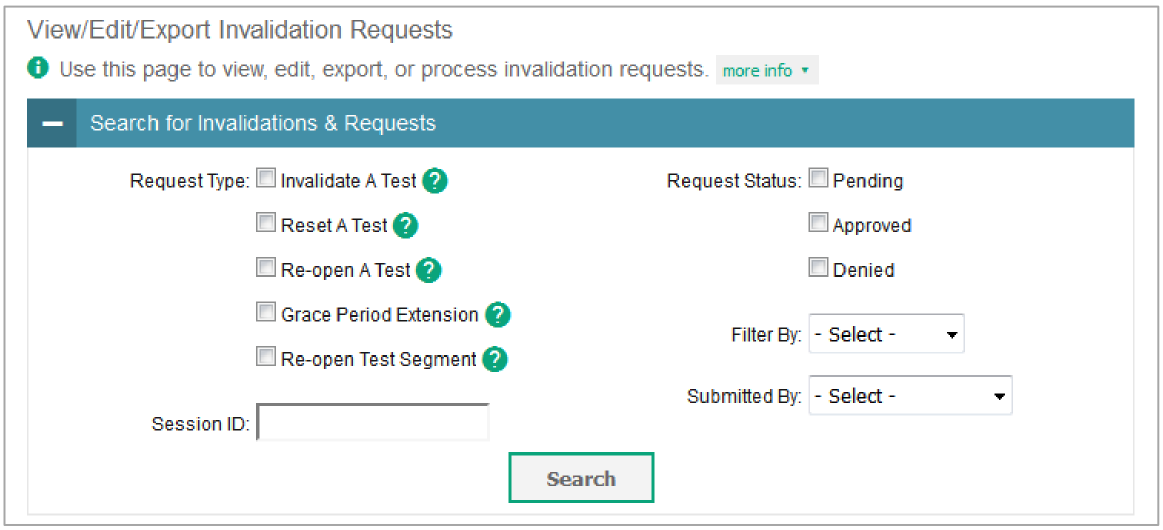
4. Click **Submit**. TIDE displays a confirmation message.

Viewing Test Impropriety Requests

To approve, reject, or retract invalidation requests:

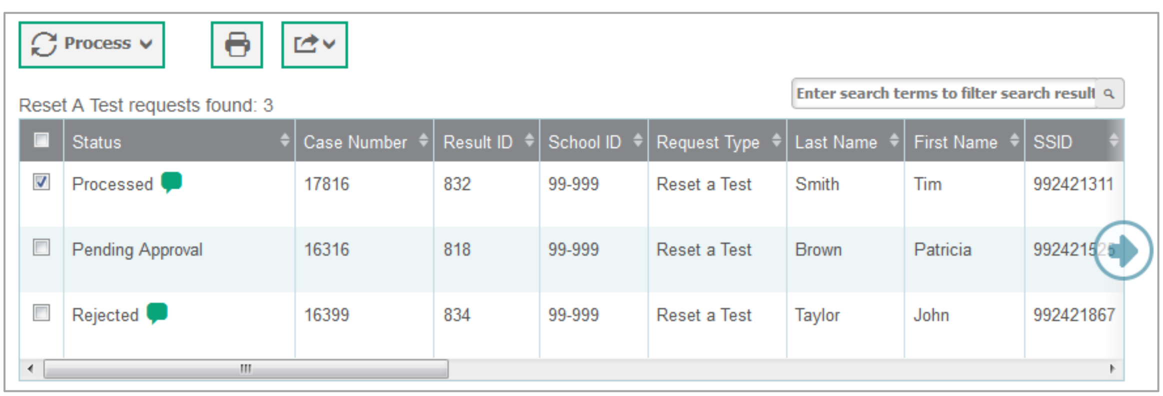
1. From the **Test Impropriety Requests** task menu on the TIDE dashboard, select **View/Approve/Export Test Improprieties**. The ***View/Edit/Export Test Impropriety Requests*** page appears (see Figure 35).

Figure 35. Selection Fields in the View/Edit/Export Test Impropriety Requests Page



2. Retrieve the test impropriety requests you want to view by following the procedure in the section Searching for Records. Figure 36 shows retrieved test impropriety requests.

Figure 36. Retrieved Invalidation Requests



3. *Optional:* Review the initiator's reason for the request by clicking in the Status column.

Approving Test Impropriety Requests

Some impropriety request types require you to approve or reject them before TDS can process them. You can also retract impropriety requests you created.

Caution: Persistence of Test Impropriety Requests You cannot delete an approved or rejected invalidation request. To delete such invalidation requests, contact the help desk.

To approve, reject, or retract impropriety requests:

1. Retrieve the impropriety requests you want to process by following the procedure in the section Viewing Test Impropriety Requests.
2. Do one of the following:
   - Mark the checkboxes for the requests you want to process.
   - Mark the checkbox at the top of the table to process all the retrieved requests.
3. Click **Process** above the table and select an action:
   - To approve the selected requests, select **Approve**.
   - To reject the selected requests, select **Reject**.
   - To retract the selected requests, select **Retract**.
   - To resubmit a request that the TDS could not process, select **Resubmit**.
4. Enter a reason for the requested action in the window that pops up.
5. Click **Submit**. TIDE displays a confirmation message.

TIDE removes the selected impropriety requests from the list of retrieved requests.

Creating Test Impropriety Requests Through File Uploads

If you have many impropriety requests to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

To upload test impropriety requests:

1. From the **Test Impropriety Requests** task menu on the TIDE dashboard, select **Upload Requests**. The ***Upload Test Impropriety Requests*** page appears.

2. Following the instructions in the section Uploading Records and using Table 13 as a reference, fill out the Impropriety Request template and upload it to TIDE.

Table 13 provides the guidelines for filling out the Impropriety Request template that you can download from the ***Upload Test Impropriety Requests*** page.

Table 13. Columns in the Impropriety Requests Upload File

Column Name	Description	Valid Values

Type*	Type of impropriety request.	One of the following:
		`Invalidate a test`
		`Reset a test`
		`Re-open a test`
		`Re-open a test segment`
		`Revert a test that's been reset`

Search Type*	Student field to search.	One of the following:
		`Result ID`
		`Session ID`
		`SSID`

Search Value*	Search value corresponding to the search type.	Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
Reason*	Reason for creating test impropriety request.	Up to 1,000 alphanumeric characters.

*Required field.

Figure 37 is an example of an upload file that restores all tests associated with session ID `UAT-9444-1`.

Figure 37. Sample Invalidation Requests Upload File

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Restore a test that has been reset	Session ID	UAT-9444-1	Inadvertently reset the test

Monitoring Test Progress

The tasks available in the **Monitoring Test Progress** task menu allow you to generate various reports that provide information about a test administration's progress.

The following reports are available in TIDE:

- Plan and Manage Testing Report: Details a student's test opportunities and the status of those test opportunities.
- Test Completion Rates Report: Summarizes the number and percentage of students who have started or completed a test.
- Test Status Code Report: Displays all the non-participation codes for a test administration.

Plan and Manage Testing

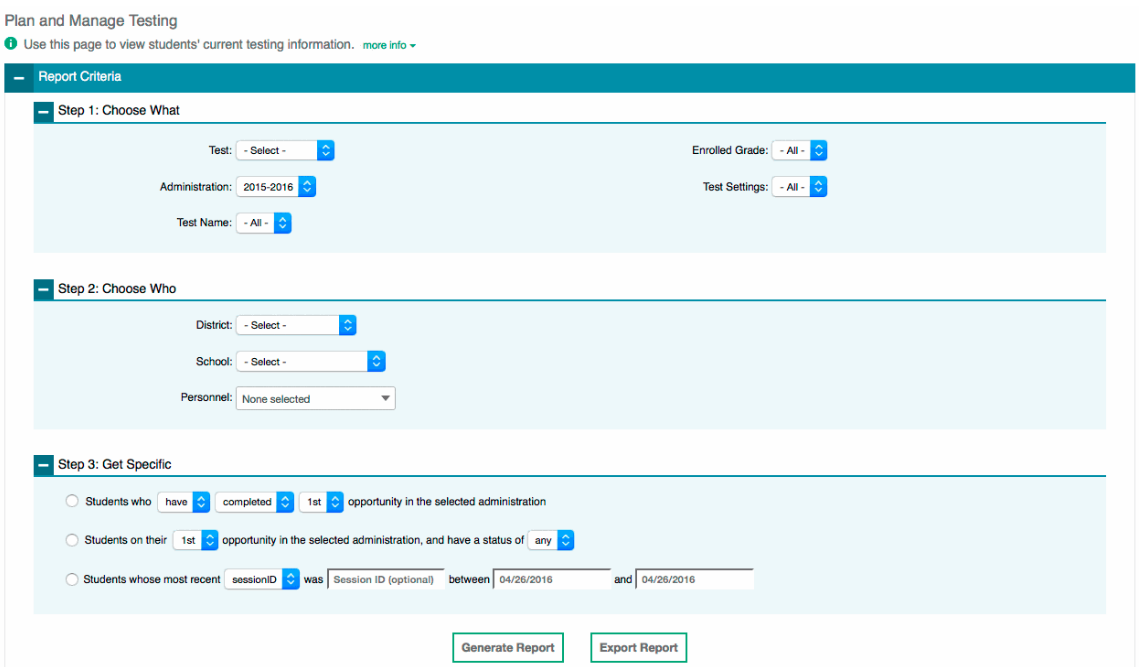
TIDE includes a Plan and Manage Testing report that details all of a student's test opportunities and the status of those test opportunities.

Because the report lists testing opportunities, a student can appear more than once on the report.

To generate a Plan and Manage Testing report:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Plan and Manage Testing**. The ***Plan and Manage Testing*** page appears (see Figure 38).

Figure 38. Plan and Manage Testing Page



2. In the *Step 1: Choose What* panel, select the parameters for which tests to include in your report:

   a. From the **Test** drop-down list, select a test category.

   b. From the **Administration** drop-down list, select an administration.

   c. *Optional*: From the **Test Name** drop-down list, select the test for which you want to generate the report.

   d. *Optional*: From the **Enrolled Grade** drop-down list, select a grade.

   e. *Optional*: From the **Test Settings** drop-down list, select a specific test accommodation to filter the report.

      - If you select a test accommodation, a *Values* field is displayed. Select the required filter criteria from the available options.

3. In the *Step 2: Choose Who* panel, select the parameters for whose information to include in your report:

   a. From the **District** drop-down list, select a district if applicable.

b. From the **School** drop-down list, select a school if applicable.

c. *Optional*: If a school was selected, choose a teacher from the **Teacher** drop-down list.

4. In the *Step 3: Get Specific* panel, select the radio button for one of the options and then set the parameters for that option. The following options are available (parameters for each option are listed in {brackets}):

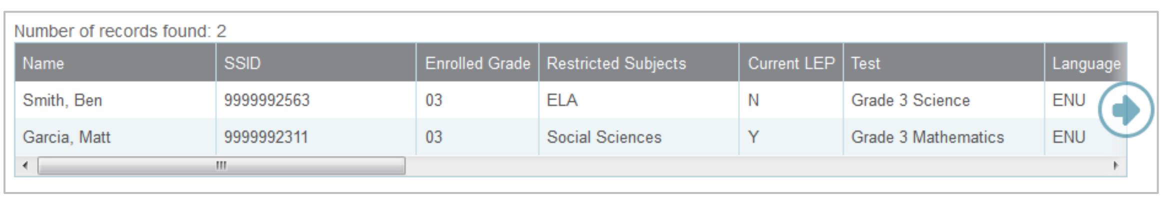
   - Students who {**have/have not**} {**completed/started**} the {**1st/2nd/Any**} opportunity in the selected administration.
   - Students on their {**1st/2nd/Any**} opportunity in the selected administration, and have a status of {**student test status**}.
   - Students whose most recent {**Session ID/TA Name**} was {**Optional Session ID**} between {**start date**} and {**end date**}.

5. Do one of the following:

   - To view the report on the page, click **Generate Report**.
     - *Optional*: Click to print the report.
     - *Optional*: Click and select a file type to export the report.
   - To open the report in Microsoft Excel, click **Export Report**.

Figure 39 displays a sample Plan and Manage Testing report output, and Table 14 provides descriptions of the columns in this report.

Figure 39: Plan and Manage Testing Report


Number of records found: 2

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language
Smith, Ben	9999992563	03	ELA	N	Grade 3 Science	ENU
Garcia, Matt	9999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU

Table 14. Columns in the Plan and Manage Testing Report

Attribute	Description
Name	Student's legal name (Last Name, First Name).
SSID	Student's Statewide Student Identifier number.
Enrolled Grade	The grade in which a student is enrolled.
Restricted Subjects	The subjects that the student is restricted (blocked) from taking tests in.

Attribute	Description
Current LEP	Indicates whether the student is an English Language Learner.
Test	Test name for this student record.
Language	The language setting that was assigned to the student (English or Spanish).
Results ID	The unique identifier linked to the student’s results for that specific opportunity.
Opportunity	The opportunity number for that student’s specific record.
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
TA Name	The test administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three restarts). (This includes Restarts Within Grace Period—see below.)
Restarts Within Grace Period	The total number of times a student has resumed an opportunity within 20 minutes after a test was paused. For example, if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 25 minutes after the third pause, this column shows two Restarts Within Grace Period). A student has a grace period of 20 minutes to pause the test at a test item and then resume the test at that same item. However, if a test is paused for more than 20 minutes, the test session will expire and the student will not be able to review any previous answers.
Last Activity	The date of the last activity for that opportunity or record. A completed test can still have activity as it goes through the QA and reporting process.
Expiration Date	The date the test opportunity expires.

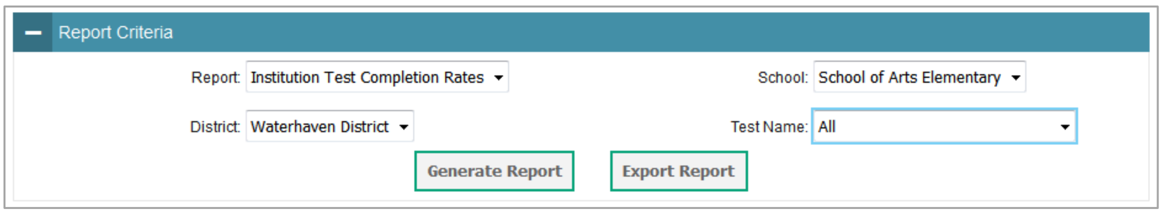
Reviewing Test Completion Rates

The Test Completion Rate report summarizes the number and percentage of students who have started or completed a test.

To review test completion rates:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Completion Rates**. The ***Test Completion Rates*** page appears.
2. In the *Report Criteria* panel (see Figure 40), select the parameters for which tests to include in your report.

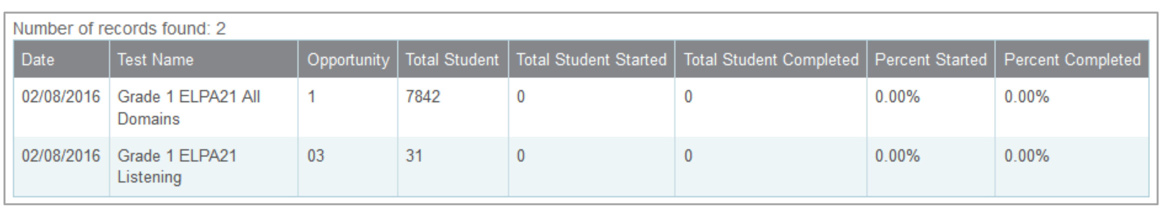
Figure 40. Test Completion Rates Search Fields



3. Do one of the following:
   - To view the report on the page, click **Generate Report**.
     - *Optional*: Click to print the report.
     - *Optional*: Click and select a file type to export the report.
   - To open the report in Microsoft Excel, click **Export Report**.

Figure 41 displays a sample Test Completion Rate report and Table 15 lists the columns in this report.

Figure 41. Test Completion Rate Report



Number of records found: 2

Date	Test Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
02/08/2016	Grade 1 ELPA21 All Domains	1	7842	0	0	0.00%	0.00%
02/08/2016	Grade 1 ELPA21 Listening	03	31	0	0	0.00%	0.00%

Table 15. Columns in the Test Completion Rates Report

Column	Description
Date	Date and time that the file was generated.
Test Name	Grade, test, and subject that are being reported.

Column	Description
Opportunity	Test opportunity number that is being reported.
Total Student	Number of students with an active relationship to the school in TIDE.
Total Student Started	Number of students who have started the test.
Total Student Completed	Number of students who have finished the test and submitted it for scoring.
Percent Started	Percentage of students who have started the test out of the total number of students with an active relation to the school in TIDE.
Percent Completed	Percentage of students who have completed the test out of the total number of students with an active relation to the school in TIDE.

Reviewing Test Status Code Reports

If students do not start or complete tests to which they are assigned, school officials assign special codes to those tests. The Test Status Code report displays all the non-participation codes for a test administration.

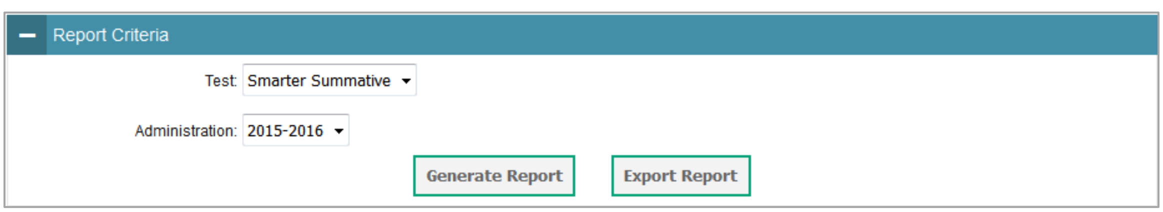
For more information about special codes, see the section Managing Non-Participation Codes.

To review explanations for non-participation:

1. From the **Monitoring Test Progress** task menu on the TIDE dashboard, select **Test Status Code Report**. The ***Test Status Code Report*** page appears.

2. In the *Report Criteria* panel (see Figure 42), select search criteria for the test and administration.

Figure 42. Test Status Code Report Search Fields



3. Do one of the following:

   - To view the report on the page, click **Generate Report**.

     - *Optional*: Click  to print the report.

     - *Optional*: Click  and select a file type to export the report.

   - To open the report in Microsoft Excel, click **Export Report**.

TIDE displays the tests and associated statuses and special codes (see Figure 43).

Figure 43. Test Status Code Report

Number of records found: 2

Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999

Table 16 lists the columns in the Test Status Code Report.

Table 16. Columns in the Test Status Code Report

Column	Description
Student Name	Student's name.
SSID	Student's Statewide Student Identifier number.
Test Name	Test in which student did not participate.
Test Status	Test's most recent status.
Date Started	Date student started the test.
Special Code	Code indicating why student did not start or complete the test.
Assigned School ID	ID of school where student is enrolled.
Assigned School Name	Name of school where student is enrolled.

Table 17 describes each status that a test opportunity can have.

Table 17. Test Opportunity Status Descriptions

Status	Definitions
Approved	The TA has approved the student for the session, but the student has not yet started or resumed the test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The TA denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the TA approves or denies the student.
Expired	The student’s test has not been completed and cannot be resumed because the test has expired.
Invalidated	The test result has been invalidated.

Status	Definitions
Paused	The student's test is currently paused (as a result of one of the following): • The student paused his or her test by clicking the **Pause** button. • The student idled for too long (more than 20 minutes) and the test was automatically paused. • The test administrator stopped the session the student was testing in. • The test administrator paused the individual student's test. • The student's browser or computer shut down or crashed.
Pending	The student is awaiting TA approval for a new test opportunity.
Reported	The student's score for the completed test in TDS has passed the quality assurance review and has been submitted to the ORS. Some items must be hand scored before they appear in ORS.
Rescored	The test was rescored.
Review	The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a "review" status is not considered complete.)
Scored	The test will display a scored status, followed by the student's score.
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and scoring before it is sent to the ORS. Note: All tests go through an internal scoring process during quality assurance review.
Suspended	The student is awaiting TA approval to resume a testing.

Section VI. After Testing

This section provides instructions for performing the tasks in the After Testing category. These tasks should be performed after testing is complete.

Data Cleanup

This section explains how to manage non-participation codes.

Managing Non-Participation Codes

There are circumstances in which a student did not participate in an expected test or participated in a test but in a non-standard way. Examples include a student inadvertently taking an incorrect test, a parent opt-out, or the student not receiving appropriate instruction prior to the test. In such instances, you need to assign a special code to the student's test so that the Online Reporting System (ORS) can accurately explain the non-participation.

There are two types of special codes: non-participation and participation. A student is considered to have participated in a test after answering six questions or after responding with any text to both writing prompts. Table 18 lists the special codes and their descriptions.

Table 18. Special Codes and Their Descriptions

Special Code	Code Type	Description
No Special Code		Student took the test under standard testing conditions.
Alternate Assessment	Non-participation	Student participates in the alternate assessment.
Absent: Transferred out of district before testing	Non-participation	Student transferred out of the district prior to testing.
Absent: Significant medical condition or emergency	Non-participation	Student is unable to test during the testing window due to an unanticipated medical circumstance.
New Non-English Proficient	Non-participation	Student is an English language learner (ELL) student and was first enrolled in the United States after April 15 of the current school year.
Refusal – Student	Non-participation	Student chose to give up during testing or refused to start the test.
Refusal – Parent	Non-participation	A parent or legal guardian has requested that the student not take the test.
Non-Participant: Other	Non-participation	Any reason other than those stated above.

Once you apply a special code, that special code persists until it is changed. For example, if you apply a special code for an interim assessment, that special code also applies to a summative assessment unless you explicitly change it.

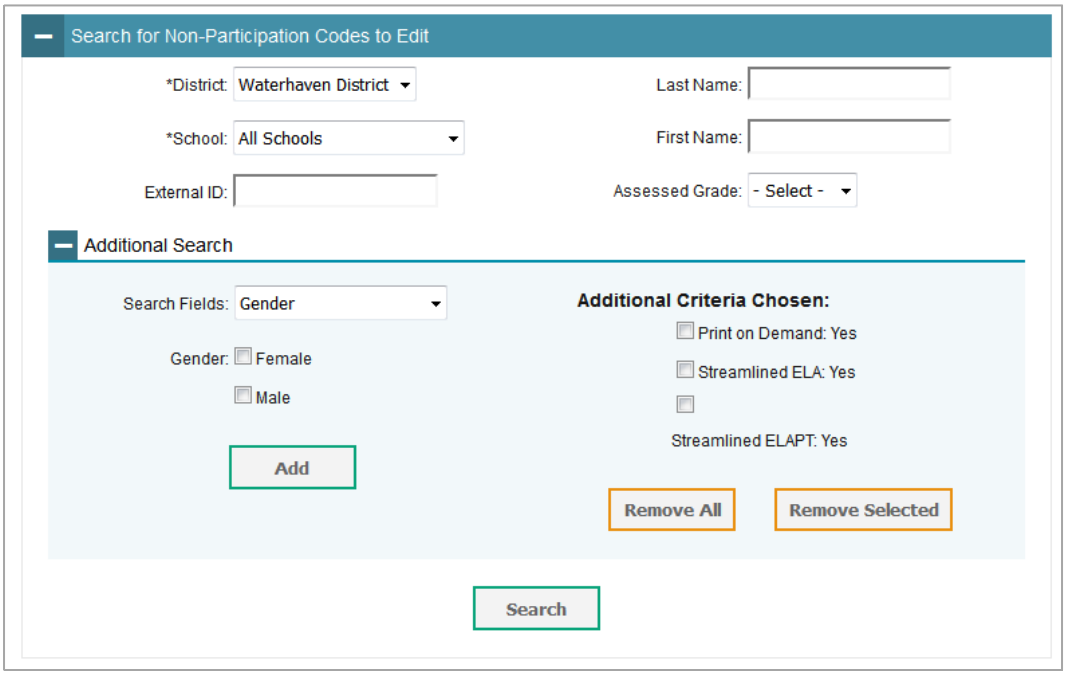
Viewing and Editing a Student's Special Codes

This section explains how to view or edit a student's special codes.

To view or edit a student's special codes:

1. From the **Data Cleanup** task menu on the TIDE dashboard, select **Non-Participation Codes**. The ***Non-Participation Codes*** page appears (see Figure 44).

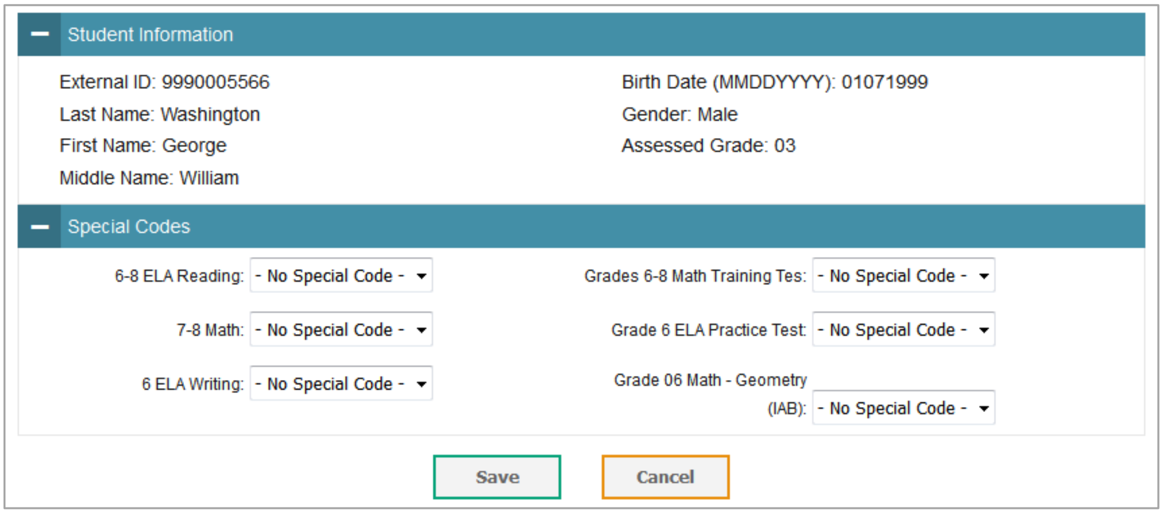
Figure 44. Fields in the Non-Participation Codes Page



2. Retrieve the student whose non-participation codes you want to view or edit by following the procedure in the section Searching for Records.

3. In the list of retrieved students, click  for the student whose non-participation codes you want to edit. The ***Edit Non-Participation Codes*** form appears, listing the student's demographic information in the *Student Information* panel, and the student's available tests and special codes in the *Special Codes* panel (see Figure 45).

Figure 45. Edit Non-Participation Codes



4. From the drop-down lists in the *Special Codes* panel, select the special code for each available test, as required. For a listing of special codes, see Table 18.

5. Click **Save**.

Appendix A. Processing File Uploads

This appendix describes how TIDE processes file uploads.

How TIDE Processes Large Files

If your file contains a large number of records, TIDE displays the validation results for a portion of those records, and then completes the processing offline. As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE sends you an email when it completes the validation, and a second email after it commits the records to its databases.

Figure 46 describes the entire processing flow for file uploads.

Figure 46. Upload Processing Flow

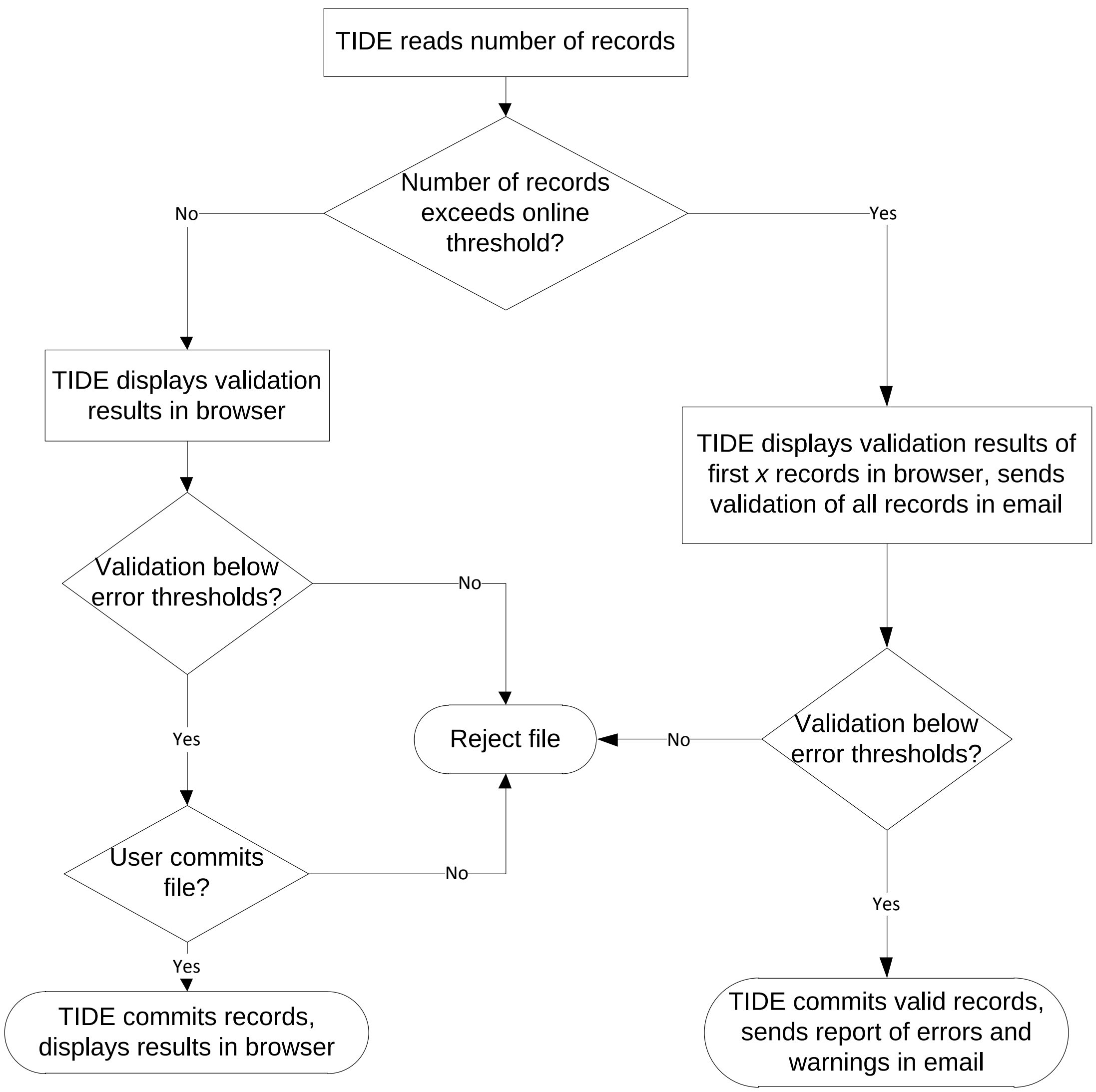


Table 19 lists the various upload files and the number of records in those files that triggers offline processing. The column Number of Validated Records is the number *x* in Figure 46.

For example, if your users upload file contains 1,000 records or more:

1. TIDE displays the validation results for the first 200 records.
2. If you commit the file:
    a. TIDE validates the remaining records offline, and sends a validation report via email.
    b. TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.

Table 19. Record Thresholds for Offline Processing

Upload File	Offline Processing Threshold	Number of Validated Records
Users	1,000	200
Test Settings	2,000	200
Test Invalidation Requests	1,000	1,000
Rosters	1,000	1,000

How TIDE Validates File Uploads

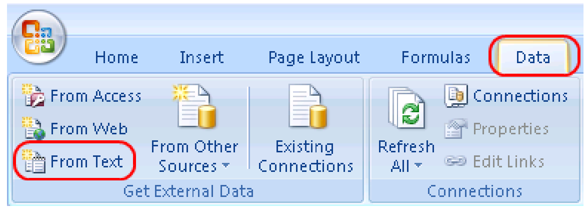
After you submit an upload file, TIDE applies two validations: layout and data.

- *Layout validation* determines if the records have proper format. This includes checks for alphanumeric or numeric-only values and record length.
- *Data validation* determines if the fields contain valid data.

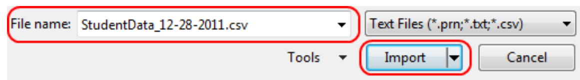
Appendix B. Opening CSV Files in Excel 2007 or Later

This appendix explains how to open comma-separated value (CSV) files in Microsoft Excel 2007 or later.

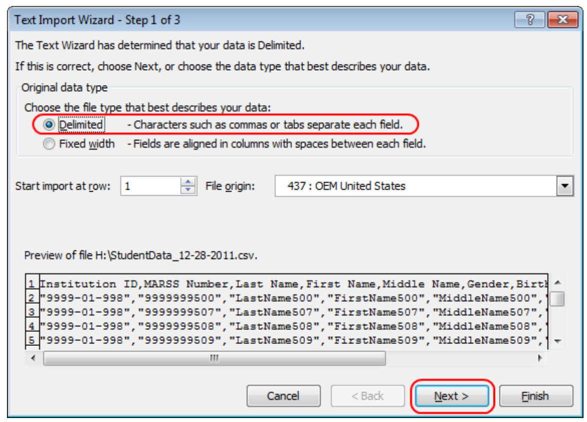
1. Open Microsoft Excel.
2. On the **Data** tab, in the **Get External Data** group, click **From Text**. The Import Text File dialog box appears.



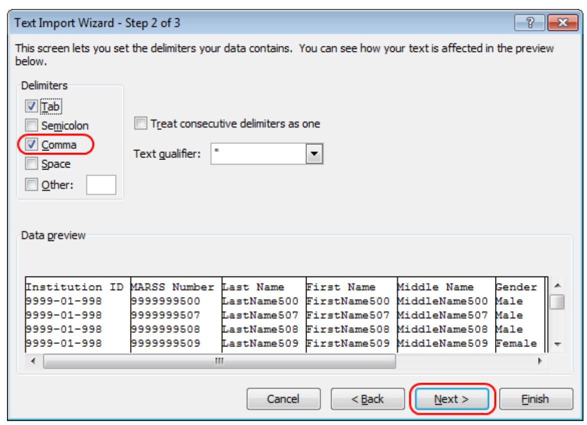
3. Navigate to the CSV file, and click **Import**. The Text Import Wizard appears.



4. In Step 1 of the wizard, mark **Delimited**, and click **Next**.



5. In Step 2 of the wizard, mark **Comma**, and then click **Next**.



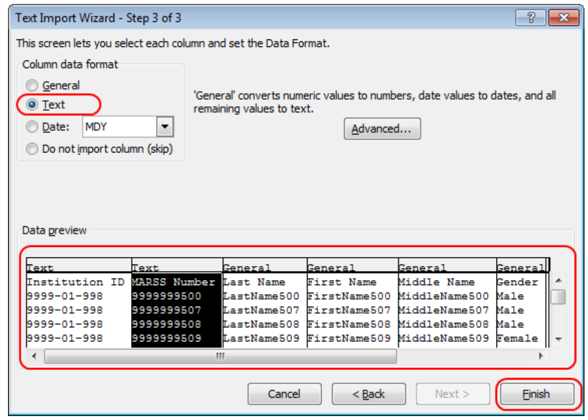
6. In Step 3 of the wizard, do the following:

   a. In the *Data Preview* section, click a column. Excel shades the column with a black background.

   b. In the *Column Data Format* section, mark the **Text** radio button. This setting preserves leading zeros that can appear in fields.

   c. Repeat steps 6.a–6.b for all columns in the CSV file.

   d. Click **Finish**.



Excel imports and displays the CSV file.

Appendix C. User Support

For additional information and assistance in using TIDE, contact the AIR help desk.

The help desk is open Monday–Friday from 5:00 a.m. to 5:00 p.m. Mountain Time (except holidays or as otherwise indicated on the Montana Comprehensive Assessment System Portal).

Help Desk
Toll-Free Phone Support: 1-888-792-2741
Email Support: montanahelpdesk@measuredprogress.org

Please provide the help desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the SSID and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages that appeared.
- Operating system and browser information, including version numbers (e.g., Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5).